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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 37]

भोपाल, शुक्रवार, दिनांक 15 सितम्बर 2023—भाद्र 24, शक 1945

## भाग ४

विषय—सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन	(3) संसद् में पुरःस्थापित विधेयक.
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) संसद् के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 6 सितम्बर 2023

क्र. आर-111-सीसी-23-अड़तीस.— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, अमलतास निजी विश्वविद्यालय, देवास के प्रथम अध्यादेश क्रमांक 1 से 120 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 1 से 120

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.



**AMALTAS UNIVERSITY, DEWAS**

Establishment under M.P. Act No. 17 of 2007

Ordinance No. 01

**Ordinance Pertaining to Faculty Level and Name of Program****of AMALTAS UNIVERSITY, DEWAS**

AMALTAS UNIVERSITY, DEWAS offered following Faculty mentioned in column (2), Level of Program as mentioned in column (3) and Name of Program as mentioned in column (4)

S.NO	Faculty	Level of Program	Name of Program
1	2	3	4
1.	Faculty of Medicine	Under Graduate	M.B.B.S.
		Post Graduate	M.S./M.D.
			Master of Forensic Science
			M.Sc. Medical Biochemistry
		Super-specialty	D.M./ M.Ch.
		Doctoral	Ph.D., Fellowship
		Post-Doctoral	D.Sc.
2.	Faculty of Dentistry	Under Graduate	B.D.S.
		Post Graduate	M.D.S.
		Doctoral	Ph.D., Fellowship
		Post-Doctoral	D.Sc.
3.	Faculty of Physiotherapy	Under Graduate	B.P.T.
		Post Graduate	M.P.T.
		Doctoral	Ph.D., Fellowship
		Post-Doctoral	D.Sc.
4.	Faculty of Nursing College	Under Graduate	Post Basic B.Sc.
			B.Sc. Nursing



		Post Graduation	M.Sc. Nursing
		Doctoral	Ph.D., Fellowship
5.	Faculty of Rehabilitation Science	Under Graduate	B.A.S.L.P./BPO
		Post Graduate	M.Sc. in Audiology/M.Ed.
			M.Sc. in Speech-Language Pathology
		Post Graduate Diploma	Post Graduate Diploma Course in Auditory Verbal Therapy
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D., Fellowship
6.	Faculty of Occupational therapy	Under Graduate	B.O.T.
		Post Graduation	M.O.T.
		Doctoral	Ph.D., Fellowship
7.	Faculty of Allied and Paramedical Sciences	Diploma	Diploma in O.T. Technology.
			Diploma in Dialysis Technician.
			Diploma in X-Ray Radiographers.
			Diploma in Medical Laboratory.
			Diploma in Paramedical Ophthalmic Assistant
			Diploma in perfusionist Cardiac Surgery Technician.
			Diploma in Cath -Lab Technician.
			Diploma in Optometric —Refraction.
			Diploma Anesthesia Technician.
			Diploma in Sanitary Inspector.
			Diploma in Blood Transfusion.
			Diploma in clinical Biochemistry.



			Diploma in Microbiology.
		Under Graduate	Bachelor In Medical Lab Technology
			Bachelor in X-Ray & Radiological Imaging.
			Bachelor in Prosthetics and orthotics
		Post Graduate	Master in Prosthetics & Orthotics
			Master In Medical Lab Technology
		Doctoral	Ph.D., Fellowship
8.	Faculty of Management	Under Graduate	BBA
			BBA in Hospital Administration
		Post Graduate	MBA
			Executive MBA
			MBA in Hospital Administration
			Integrated BBA+MBA
			Integrated B.com + MBA
		Post Graduate Diploma	PGDM
		Master of philosophy	M.Phil.
		Doctoral	Ph.D., Fellowship
		Post-Doctoral	D.Litt.
9.	Faculty of Law	Under Graduate	LLB
			Integrated BBA+LLB
			Integrated BA+LLB
			Integrated B.Com + LLB
		Post Graduate	LLM
		Master of philosophy	M.Phil.



		Doctoral	Ph.D., Fellowship
		Post-Doctoral	LL.D.
10.	<b>Faculty of Commerce</b>	Under Graduate	Bachelor of Commerce
		Post Graduate	Master of Commerce
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral	D.Litt.
11.	<b>Faculty of Ayush</b>	Under Graduate	B.A.M.S./B.H.M.S./B.U.M.S./B.Y.N.S.
		Post Graduate	M.S/M.D./M.Y.N.S.
		Doctoral	Ph.D.
		Post-Doctoral	D.Sc.
12.	<b>Faculty of Arts</b>	Under Graduate	Bachelor of Art
		Post Graduate	Master of Art
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral	D.Litt.
13.	<b>Faculty of Social Sciences and Humanities</b>	Under Graduate	Bachelor of Art
		Post Graduate	Master of Art
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.



		Post-Doctoral	D.Litt.
14.	<b>Faculty of Home Science</b>	Under Graduate	B.Sc. (H.Sc.)
		Post Graduate	M.Sc. (H.Sc.)
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral Science	D.Sc.
15.	<b>Faculty of Science</b>	Under Graduate	B.Sc.
		Post Graduate	M.Sc.
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral Science	D.Sc.
16.	Faculty of Life Science	Under Graduate	B.Sc.
		Post Graduate	M.Sc.
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral Science	D.Sc.
17.	<b>Faculty of Vocational Studies</b>	Under Graduate	B.Voc.
		Post Graduate	M.Voc.



		Doctoral	Ph.D.
18.	<b>Faculty of Media and Mass Communication</b>	Under Graduate	B.J.M.C.
		Post Graduate	M.J.M.C.
		Doctoral	Ph.D.
19.	<b>Faculty of Pharmacy</b>	Under Graduate	B.Pharmacy
		Post Graduate	M.Pharmacy
		Doctoral	Ph.D.
20.	<b>Faculty of Engineering</b>	Under Graduate	B.E./B.Tech
		Post Graduate	M.E./M.Tech
		Doctoral	Ph.D.
		Post Doctoral	D.Sc.

The Faculty/Program/ Course listed above are not comprehensive and the University reserves the right to add, delete and Alter the Program/Course as required, as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission.



**Ordinance No. 02**  
**ORDINANCE PERTAINING TO ADMISSION, ENROLLMENT AND MIGRATION**

**1. DEFINITIONS:**

In this Ordinance, unless there is anything repugnant in the subject or context;

1.1 "Equivalent" examination means an examination which has been conducted by;

1.1.1 Any recognized Board of Higher Secondary Education, or

1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.

1.1.3 Any other foreign qualifications considered equivalent by appropriate authority.

1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of University.

**2. ADMISSION PROCEDURE:**

2.1 Admission in the University shall be made strictly on the basis of Merit.

2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies or by common entrance test of the University.

2.3 The application for admission shall, among others, be accompanied by

2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,

2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character

 Chancellor



of the applicant.

2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

2.3.4 Any other document as required by Concerned Institution.

Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.

2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.

2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination, in any institution without the approval of the Vice-Chancellor. Vice-Chancellor may permit such candidate in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.

2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.

2.8 Admission of students to all institutions, those for Medicine, Dentistry, Nursing, Physiotherapy, Speech & Hearing, Occupational therapy, Allied and Paramedical Sciences and other faculties in each academic year shall be completed by the first day of the academic session.



Admission in various faculties shall be as per the norms of apex council.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission in the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand automatically as cancelled.

2.9 The list of admitted students in medical & other related course should also be made available to NMC, DCI or any other respective apex council, to as well as Director Medical Education Department or any concerned government department, Government of M.P. and Admission & Fee Regulation Committee constitute under M.P. NijivayasayikShikshanSansthar (Pravesh ka ViniyamanAyamShulkkaNirdharan) Adhinyam 2007 within One week from the last date of admission or as may be prescribed by competent authority.

2.10 The admission procedure as prescribed if any, by Medical Education Department or concerned government department, Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

### 3.

#### **LATE ADMISSIONS:**

3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.

3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

### 4. **TRANSFER OF STUDENT:**

4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.



- 4.2 Subject to the provision contained in Para (1) above a student, who during an academ session desires to leave the constituent institution of which he has become a member sha give notice in writing to the Head of the Institution of his intention to leave stating reasor thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasor given to justify such a change. If they are strong enough to justify such a change, he may pas order accordingly. On such orders being passed, the student in question shall:

4.3.1 Make payment of all fees due to the Institution up to the month of the application for th transfer certificate; and

4.3.2 Refund whatever, if any, scholarship or studentship has been paid to him from the fund of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution sha issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of thi University shall not be required to pay such instalment of Tuition fees as he has already paid i the Institution from which he is transferring.

## 5. DISCIPLINE:

5.1 Every student in the University shall at all times be of good behaviour, show diligence, maintai decorum and dignity, take proper interest in co-curricular activities and observe all rules c discipline of the Institution of which he is student and of the University

5.2 When a student has been guilty of breach of discipline within or outside the precincts of th University or an Institution, or persistent absenteeism, the Head of the Institution with th approval of Vice Chancellor may, according to the nature and gravity of the offence:

5.2.1 Suspend such a student from attending classes at a time; or

5.2.2 Expel such a student from the institution; or

5.2.3 Disqualify such a student from appearing at the next ensuing examination, or

5.2.4 Rusticate such a student.

5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the studen concerned an opportunity of personal hearing and record the reasons of inflicting th

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punishment in writing.

5.4 The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.

5.5 The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.

5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.

5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

#### **6. ENROLLMENT OF STUDENTS:**

6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.

6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.

6.3 i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.

ii) The fee for enrollment paid by a student shall not be refunded under any circumstances.

6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;

6.4.1 Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.

6.4.2 On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment



of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.

6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.

6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable) and required documents along with affidavit.

6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.

6.8 Under no circumstances shall any alteration be made in the University certificate, diploma, degree, and other document issued in favour of the applicant prior to the order for change/correction in the name.

6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.

6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations.

#### **7. MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds if he/she applies along with migration form and prescribed migration fees as decided by university.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as NMC, DCI, INC, BCI & AICTE or any other statutory body.

#### **8. CONSIDERATION FOR SPECIAL CATEGORIES:**

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt. or applicable extant instructions from time to time.



**Ordinance No. 03**  
**ORDINANCE PERTAINING TO UNIVERSITY EXAMINATIONS (GENERAL)**

**1. DEFINITIONS:**

In the ordinance unless the context requires otherwise, following meaning shall apply.

- 1.1 "Regular candidate"** means a person, who has prosecuted a regular course of study in an teaching department of the AMALTAS UNIVERSITY, DEWAS and seeks admission to an examination of the University as such.
- 1.2 "Ex-student /Repeater candidate"** means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 "Detained Candidate"** means the candidate who has taken admission in the University as a regular student but he has not been permitted to appear in the examination due to shortfall of attendance, indiscipline or by any other reason.
- 1.4 A "regular course of study" means:**
- 1.4.1** In case of the student pursuing Medicine and Dentistry course, attendance should be at least seventy five percent of lectures and eighty five percent of practical and clinicals conducted separately. This will vary according to the apex controlling authority norms at different times.
- 1.4.2** In case of students pursuing course of other faculties should attend the theory and practical classes as prescribed by governing council.
- 1.4.3** Courses where no governing council exist student should attend 75% theory class and 85% of Practical Class.
- 1.5 "Forwarding officer"** means: The Principal of the college/HOD where the candidate has prosecuted a regular course of study. Attested means attested by the forwarding officer.

**2. ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY:**

- 2.1** Candidate can get admission in regular course, provided they have applied in the course, College and got selected. Also the regular candidates must possess the minimum academic



qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.

2.2 Where a candidate offers an additional/optional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.

2.3 In computing the attendance for fulfilment of the condition regarding prosecution of a regular course of study;

2.3.1 Attendance at lectures delivered and practical/clinical/ sessional, if any held during the academic session shall be counted.

2.3.2 Attendance shall be calculated from the date of commencement of course.

2.3.3 Attendance by a regular candidate in a higher class shall be counted toward percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.

2.3.4 Attendance at N.C.C./N.S.S Camp during the session shall be taken as full attendance at Lectures/Practical on each day of camp and the days of journey to such camp.

2.3.5 Participation as a member of a University/College team in any inter University or Inter-Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participation therein.

2.4 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Vice Chancellor.

2.5 A regular candidate eligible for an examination shall submit their examination form on or before the last date notified by the Controller of Examination.

2.5.1 Submit an examination form for appearing to the examination through the Dean/Principal/Head of the University Teaching Departments indicating the subject in which he desires to present himself for the examination.

2.5.2 Pay along with the examination form, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/her in each paper at the examination.

2.6 The head of Institute shall forward the application submitted by regular candidates together with the examination fee and marks fee to Controller of Examinations on or before the last

Chancellor



date notified for the purpose by the University. In case of each application, the Head of Institutions, shall certify that the candidate;

- 2.6.1 Possesses the minimum academic qualification as prescribed by Regulatory Body AMALTAS UNIVERSITY, DEWAS, for appearing at the examination to which he seek admission.
- 2.6.2 Is having good conduct.
- 2.7 The Head of the Institutions/college, concerned shall send to the Controller of Examinations at least three weeks before the commencement of the examination concerned three separate lists as detailed below :-
  - 2.7.1 List A: List of those candidates who have full filled the minimum criteria of prescribe attendance (Clause 1.4).
  - 2.7.2 List B: List of those candidates whose attendance is short by not more than 10% for condonation by the Vice Chancellor, the Principal/Head of the Institutions concerned are required to give specific reasons for condonation of shortage along with their recommendation.
  - 2.7.3 List C: List of those candidates whose shortage of attendance exceeds 10% and who are to be debarred from appearing at the examination.
- 2.8 The Head of the institutions/college may detain a regular candidate from taking an examination, if he does not pay out standing college dues, or does not return the college property and all the articles and uniforms issued to him or does not pay the cost thereof in case of loss, within one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.  
However, this detention (on grounds other than shortage of attendance) must be notified by Board of Studies.

### 3. ADMISSION OF AN EX-STUDENT/REPEATER CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY:

- 3.1 No ex-student /repeater candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination:



- 3.1.1 The statement of marks (in original) obtained by him/her at the said examination issue by the University together with an attested copy thereof, or
- 3.1.2 In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal/Head of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
- 3.2 No person shall be admitted as an ex-student/repeater candidate at any examination in the various faculties if he has failed to secure the minimum marks required for passing in the sessional. In case of repeater student the norms of Statutory Bodies will always be followed.
- 3.3 An ex-student/repeater candidate for an examination shall:
  - 3.3.1 Submit through the Head/Principal of the college, wherein he had prosecuted regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein.
    - 3.3.1.1 Whether he/she is a candidate for the full examination or for supplementary examination.
    - 3.3.1.2 The subject or subjects in which he/she desires to present himself/herself for the examination.
  - 3.3.2 Submit with his application evidence or having been admitted to the examination earlier as required in paragraph 3.1 above.
  - 3.3.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding Officer.
  - 3.3.4 Pay the fee prescribed for the examination together with the additional fee as prescribed by university for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed Bank Draft in favour of University or in any other manner prescribed by the University.
- 3.4 An ex-student/repeater candidate shall offer the subjects or optional papers which he/she has previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.



- 3.5 An ex-student/repeater candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects notified in the University.
- 3.6 Every ex-student/repeater candidate shall appear at the examination center at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his/her Examination Center.
- 3.7 In the event of change of Regulations, scheme and contents in the Courses and introductions of revised schemes, the old Regulations shall continue for two academic years and four University Examinations.
- 3.8 The students of old scheme will be permitted to appear in the University Examination for next two academic years or four University Examinations to complete the respective subjects, failing which the students shall come under the new scheme.

**4. GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES:**

- 4.1 No candidate shall be allowed to peruse more than one degree examination or more than one degree courses simultaneously in the same academic year.
- 4.2 A candidate who has passed the Bachelor's Degree Part I, or Part II Examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the Degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the Corresponding Examination. However, this clause shall be applicable to the courses which are notified in the university. The said transfer can only be allowed if candidate gets permission from competent government authority/Statutory body.
- 4.3 No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University Examination shall be admitted to an examination during the period for which the sentence is in operation.
- 4.4 The Controller of Examination shall issue an admission card in favour of a candidate if;
- 4.4.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
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- 4.4.2 The candidate is eligible for admission to examination, and
- 4.4.3 The fees as prescribed have been paid by the candidate.
- 4.5 The admission card issued in favour of a candidate and also the permission given to candidate to appear at an examination may be withdrawn if it is found that:
- 4.5.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 4.5.2 Any of the particulars/vital information given or documents submitted by the candidate in or with the application for enrolment, admission to a Institution or admission to an examination is false or incorrect.
- 4.6 The Registrar may, if he is satisfied that an admission card has been lost or destroyed grant a duplicate admission card on payment of a further fee, as prescribed. Such card shall show at a prominent place the word "Duplicate".
- 4.7 A candidate shall not be admitted into the Examination hall unless he/she produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
- 4.8 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Superintendent or his/her indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate may be excluded from that particular day's examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center.
- 4.9 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner preventing to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and he may take help from security agencies/police.
- 4.10 If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and/or handed over to the Police by the Superintendent.
- 4.11 A candidate expelled on any of the grounds mentioned in (4.9) or (4.10) above will not be allowed to appear in the subsequent papers.



4.12 In every case where action is taken by the Superintendent under (4.9), (4.10) or (4.11) above, a full report shall be sent to the University and the Board of Management may according to the gravity of the offence, further punish a candidate by cancelling his/her examination and/or debaring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

4.13

4.13.1 The candidate may be debarred from appearing at the examination; If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Board or the Committee on use of unfair means appointed for the purpose by the Board may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.

4.13.2 The University may cancel the examination of a candidate and /or debar him/ from appearing at an examination of the University for one or more years. If it is discovered after words that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tempering of University records including the answer -books, mark sheets, result-charts, diplomas and the like.

4.13.3 The Board may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate documents.

4.13.4 When the University intends to award any of the aforesaid penalties under clause (4.13.1), (4.13.2) or (4.13.3) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time before awarding the penalty.

4.14 A candidate, who is unable to present himself for an examination or a part due to sickness or



other cause there of shall not be entitled to any refund of his/her fees. Provided that, the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.

4.14.1 Examination Fee after deduction of 50%.

4.14.2 Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in the foregoing paragraph if he/she changes the Faculty or his/her subject in case of Post-graduate examination.

4.15 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

4.16 A candidate whose result has been declared may apply to the Registrar in the prescribed form within twenty days of the declaration of his result for the revaluation of any of his answer books. Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.

4.17 A candidate, who has passed any Final Degree Examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee, as prescribed by the University.

4.18 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.

4.19 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice Chancellor is satisfied by the production of an affidavit on a stamped paper of



proper value required by Law for the time being in force, that the applicant has real need for duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee as prescribed by the University.

- 4.20 The names of first 10% to a maximum of ten successful candidates in each regular course who obtain first division in first attempt examination, other than second full examination, who obtain First Division shall be declared in Order of Merit for each class/subject as the case may be.
- 4.21 Grace marks as given by Statutory Bodies norms and/or as prescribed in respective ordinance.
- 4.22 The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Division by one mark. Where the deficiency is not condoned, one mark shall nowhere be added. Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 4.20.
- 4.23 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
- 4.24 There shall be a second full examination as far as possible in August/September or as notified on university website every year for candidates, who have failed earlier or having been admitted to the examination were unable to appear in the any teaching department/Subject of AMALTAS UNIVERSITY, DEWAS, provided the examination concerned is not conducted on a Semester basis. Candidates who are declared eligible to appear at Supplementary Examination shall also be eligible to appear as supplementary candidates in these examinations. Every candidate desirous of appearing at the Second Examination shall submit an application as indicated in this Ordinance with the requisite fees. The results of candidates appearing in the Second Examination shall be declared in accordance with the provisions of the Ordinances.
- 4.25 Such candidates as are eligible to appear in the Second Examination may be provisionally admitted to the next higher class in an Institution and their attendance in the higher class shall be counted in cases they are declared successful at the Second Examination. If the candidate fails at the Examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.



- 4.26.1 Candidates who have failed at the examination.
- 4.26.2 Candidates for examinations other than those enumerated in (4.26.1) above, who are declared eligible to appear at a Supplementary Examination in accordance with the provisions of the respective examination Ordinance.
- 4.27 Except when provided otherwise in the Ordinance or the Regulation concerned, a candidate who has been declared eligible for a Supplementary Examination may appear as a Supplementary Examination Candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.
- 4.28 A candidate appearing in the Supplementary Examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be, except when provided otherwise in the examination Ordinance concerned. Such a candidate shall be deemed to have obtained only the minimum passing marks in the subject or group as the case may be and such minimum passing marks shall be taken into account in determining the division at the examination.
- 4.29 Members (other than local members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners, Inspectors etc. appointed to inspect colleges or Centers of Examination shall be paid travelling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, Teachers and employees of the University from time to time as prescribed in the Ordinances/Rules.



**Ordinance No. 04****ORDINANCE PERTAINING TO CONDUCT OF UNIVERSITY EXAMINATIONS****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This ordinance may be called AMALTAS UNIVERSITY, DEWAS (Regarding conduct of Examination) Ordinance 2020.
- 1.2 This shall come into force with effect from the publication in Madhya Pradesh Gazette.

**2. DEFINITIONS:**

In this ordinance, unless the context otherwise requires;

- 2.1 "Act" means the Madhya Pradesh Niji Ayurvigyan Vishwavidyalaya Act, 2007;
- 2.2 "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three year;
- 2.3 "Ordinance" means the Ordinance made under the provisions of Act;
- 2.4 "Section" means Section of the Act;
- 2.5 "State Government" means the Government of Madhya Pradesh;
- 2.6 Words and expression used but not defined in this ordinance shall have the meaning as assigned to them in the Act.

**3. OTHER DEFINITIONS:**

In this Ordinance relating to the conduct of examinations, unless there is anything repugnant in the subject or context,

- 3.1 "Academic Year" means a year commencing on such date as may be decided by the Academic Council/Statutory Council.
- 3.2 "Admission to an Examination" means the issuance of an admission card to a candidate in token of his/her having completed all the conditions laid down in the relevant Ordinance(s), by a Competent Authority of the University.



Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him/her subsequently, his/her admission shall be liable to be cancelled.

- 3.3 "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.
- 3.4 "Candidate" means a person, who has been admitted to an examination by the University.
- 3.5 "Collegiate Candidate" means an applicant who has applied for an admission to University Examination through all Department/Recognised Institution, in which he/she has been prosecuting a regular course of studies.
- 3.6 "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.
- 3.7 "Examination fee" means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the competent authority from time to time.
- 3.8 "Repeater Student" is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his/her failure or absence thereat and shall include a student who may have joined a College / Department / Recognised Institution again in the same class.
- 3.9 **Examination:**
- 3.9.1 "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- 3.9.2 "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 3.9.3 "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 3.9.4 "Super Specialty Examination" means an examination leading to the Super Specialty Degree of the University after the Post Graduation.



- 3.10 "Verification" means recounting and re-totaling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 3.11 "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 3.12 "Unfair means committee" means the committee to investigate into the cases of unfair means which shall be constituted as per the Act.
- 3.13 "Student" means and includes a person who is enrolled as such by the University / constituent Institution, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.
- 3.14 **Moderation of Answer sheet:** Moderation is a process in which a second senior examiner reevaluates an answer sheet section wise irrespective of the marks given by the first Examiner. It gives the same benefit to the student as in the case of revaluation.

3.15 **Moderation of Question Papers:**

3.15.1 Moderation of Question Papers is a process where a moderator moderates the Question papers previously set by the paper setters.

3.15.2 Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.

3.15.3 A collegiate candidate, desirous of taking a University examination, unless otherwise provided in any Ordinance, shall prosecute a regular course of study in one or more Colleges / Departments / Recognised Institutions of the University for the Course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Ordinance.

**Explanation.**—Prosecution of a regular course of study', means attendance at not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period or as prescribed concerned apex council, Attendance in both cases shall be calculated



till such date before the commencement of the written examination or up to the end of the academic term whichever is later.

3.15.4 The Principal / Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college, two weeks before the date of the commencement of the written examination.

3.15.5 Notwithstanding anything in any Examination Ordinance, the following provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of study in the various faculties, namely :—

3.15.5.1 A deficiency of attendance at lectures or practicals maximum to the extent of 10% may be condoned by the Vice Chancellor on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student. The Principal / Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned stating the reasons thereof.

3.15.5.2 In no case the deficiency above 10% shall be condoned.

3.15.6 A collegiate candidate shall submit his application form for admission to the examination through the Principal / Dean of his college along with prescribed fees.

3.15.7 The Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.

3.15.8 Application forms received after the prescribed date will not be accepted.

3.15.9 Candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the concerned University or Board along with two copies of their attested photo copies with the application for admission to an examination in the University.



- 3.15.10 The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council/Statutory council.
- 3.15.11 The Board of management shall notify the academic terms, vacations and holidays for the Academic year at or before the commencement of the said academic year.
- 3.15.12 The Board of management shall notify the University Holidays and the discretionary / special holidays in a particular academic year.
- 3.15.13 The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.
- 3.15.14 No question shall be put at any University Examinations calling for or necessitating a declaration of religious faith and / or belief on the part of the examinee.
- 3.15.15 –
- 3.15.15.1 A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees under any condition.
- 3.15.15.2 If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and/or a fine of Rs.5000/- or as decided by controller of examination from time to time will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
- 3.15.16 All examinations except viva-voce shall be conducted by means of printed or cyclostyled question papers including such other modality as may be



prescribed by the University from time to time. They shall be sent to the examinees on the same day and at the same time and hour at all examination centers.

3.15.17 Notwithstanding anything contrary to this Ordinance, no person shall be admitted to a University Examination if he / she have already passed the same examination or corresponding examination of any other University, which has been recognized as equivalent to that examination.

3.15.18 The University shall prepare and publish a Schedule of Examinations for each and every course conducted by it at least 3 months before the examinations.

**Explanation :**"Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

3.15.19 As per Act, All arrangements for the conduct of the Examinations shall be made by the Management Council and Academic council. Various other duties assigned to Board of management related to examination including arrangements for publication of results of examinations and other tests. For the smooth and time bound declaration of results and for the fast disposal of the other matters of examination related to the Board of management, the Academic council may appoint a high power committee "Board of Examination".

3.15.19.1 The "Board of Examination" will consist of the following members:-

3.15.19.1.1 Vice-Chancellor who shall be the Chairman of the Board;

3.15.19.1.2 The Dean of the Faculty concerned.

3.15.19.1.3 The controller of examination (secretary).

3.15.19.1.4 The Chairman of the Board of Studies concerned;

3.15.19.1.5 One local member of the Academic Council to be nominated by the Vice-Chancellor.



- 3.15.19.1.6 One local members of the Board of management to be nominated.
- 3.14.19.2 The "Board of Examination" shall have all the powers of the Board of management and Academic Council for the conduct of examination and publication of the results,
- 3.14.19.3 The Board of management/ Board of Examination, may, authorize the Controller of Examination to publish the results of the examinations as passed by the "Special Result Committee" on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the colleges concerned.
- 3.14.19.4 The "Board of Examination" shall be responsible to make all the arrangements for the conduct of free and fair Examinations.
- 3.14.19.5 All the decisions taken by the "Board of Examination" shall be placed in the very next meeting of board of management.
- 3.14.19.6 If the board of management is appealed against any decision taken by the "Board of Examination" the Board of management will have the power to revert the decision taken by the "Board of Examination".
- 3.14.19.7 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.
- 3.14.19.8 The tenure of "Board of Examination" shall not be more than four years.

#### 4. CONTROLLER OF EXAMINATION(COE):

- 4.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 4.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.



- 4.3 He/she shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 4.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 4.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 4.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.
- 4.7 The controller of examination shall supply sufficient number of copies of question paper and Answer books required at each center to the center in charge in reasonable time.

**5. EXAMINATION CENTERS AND MANPOWER:**

- 5.1 Controller of Examinations in consultation with the Registrar shall identify centers to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 5.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.
- 5.3 The examination center for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 5.4 The practical/Clinical examinations shall be preferably held in the respective departments of the Institutions.
- 5.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 5.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various center.
- 5.7 The person's whose relative is appearing for the examination, shall not be assigned any responsibility of that examination or that Center.
- 5.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if he/she is satisfied that there has been a leakage of



- question paper/papers or any other irregularity that warrants such a step.
- 5.9 Controller of examination may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 5.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examinee, who is unable to write himself/herself on account of temporarily handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 5.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 5.12 Subject to the provisions of this Ordinance, the Board of, Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 5.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 5.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 5.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 5.16 Whoever instigates or abets the commission of acts mentioned above shall also



- be liable for the same action as provided for the person who acts in this manner.
- 5.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 5.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 5.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report to the Controller for further action.
- 5.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 5.21 Controller of Examinations shall appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.
- 5.22 Authorized Manpower required to conduct the theory examinations.
- 5.22.1 The Chief Superintendent for each center.
- 5.22.2 Superintendent for the center.
- 5.22.3 Chief Invigilator for each hall / room
- 5.22.4 Invigilators-One invigilator for every 20 students.
- 5.22.5 Supporting Staff.
- 5.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc.
- 5.22.7 Clerk to help in sorting, packing and sealing of packets of answer books.
- 5.22.8 Water boys/ women - one each in Hall/ room.
- 5.23 Chief Superintendent shall appoint the personnel mentioned under 5.22.2 to 5.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.



- 5.24 Chief Superintendent shall appoint the personnel mentioned under 5.22.5 in the above list from among the non-teaching staff.
- 5.25 Persons not assigned any examination duty, will neither be permitted to involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.
- 5.26 Authorized Manpower required to conduct Practical/clinical examination.
- 5.26.1 The chief superintendent for each center.
- 5.26.2 Internal and external examiners. (Appointed by the Controller)
- 5.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
- 5.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.
- 5.26.5 Not more than two attenders.
- 5.27 **Duties and Responsibilities of Chief Superintendent**
- 5.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University
- 5.27.2 He /she shall be responsible and custodian of the Seal of the Institution.
- 5.27.3 He/she shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank proforma etc.
- 5.27.4 He/she is authorized to appoint the personnel as mentioned in Section 5.22.2 to 5.22.5
- 5.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 5.27.6 He/she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.





- 5.27.7 He/she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 5.27.8 He/she shall ensure-proper and timely distribution of Answer books and Question papers to the examinees in each hall/room.
- 5.27.9 He/she shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 5.27.10 He/she shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 5.27.11 He/she shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 5.27.12 He/she shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 5.27.13 He/she shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 5.27.14 He/she shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 5.27.15 He/she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 5.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 5.27.17 He/she shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 5.27.18 He/she shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of



money, if received, and expenditure incurred in connection with the conduct of the examinations.

5.27.19 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -

5.27.19.1 That the examinee created a nuisance or serious disturbance at the examination center.

5.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.

5.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.

5.27.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, preferably that a teacher of the subject to the written, Examination at any session shall not, be an Invigilator at such session of the examination. However, subject teacher (Preferably HOD) should be called once at the beginning of theory paper to take care of any misprint.

5.27.21 It shall be the duty of the Center Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

**5.28 Duties and Responsibilities of Superintendent.**

5.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.

5.28.2 He/she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

**5.29 Duties and Responsibilities of Chief Invigilator.**

5.29.1 He/she shall be overall responsible for disciplined and fair conduction of



examinations in his/her hall/ room.

- 5.29.2 He/she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 5.29.3 He/she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 5.29.4 He/she shall ensure that no student carries with him/her any prohibited material like Mobile phones, I-Pad, laptop, palm discs and any other electronic devices. Calculators shall not be permitted unless permitted by the examination protocol.
- 5.29.5 He/she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 5.29.6 He/she shall ensure that the examinees do not talk either with other students or with invigilator.
- 5.29.7 He/she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 5.29.8 He/she shall permit the examinee to leave the hall after 30 minutes only, if the examinee do not wish to continue writing. However their answer book and question paper shall be retained.
- 5.29.9 He/she may permit the student for attending nature calls once for not more than 5 minutes.
- 5.29.10 He/she shall ensure supply of drinking water within the hall/room.
- 5.29.11 He/she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 5.29.12 He/she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 5.29.13 He/she shall ensure that the students sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall



be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.

5.29.14 He/she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.

5.29.15 In cases of copying or malpractice, he/she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.

5.29.16 He/She shall follow any other guidelines issued by the Chief Superintendent from time to time.

**5.30 Examiners & moderators:**

5.30.1 Examiners and moderators shall be appointed by the Vice-Chancellor in consultation with a committee.

"The Examiners and moderators committee" shall consist of the following members:-

5.30.1.1 The Dean of the Faculty concerned who shall be the Chairman of the committee;

5.30.1.2 The Chairman of the Board of Studies concerned;

5.30.1.3 A member of the Board of Studies concerned to be nominated for the purpose by the Vice-Chancellor.

5.30.2 If during the course of an examination, an examiner becomes for any cause, incapable of acting as such, the Vice-Chancellor shall appoint any other examiner to fill the vacancy.

5.30.3 The Vice-Chancellor may, appoint a person whose name is not included in the list of names recommended by The Examiners and Moderators committee, if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the statutes and ordinance.

5.31 Each Board of Studies shall submit to "The Examiners and Moderators committee", a panel of names, along with their addresses, phone numbers, and Email addresses, suitable for appointment as Paper Setters/Examiners in each



paper of each subject/Practical assigned to that Board of Studies.

5.31.1 The Board of Studies will recommend:

5.31.1.1 A panel of not less than six names for the appointment of the paper setter of each written paper;

5.31.1.2 A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed;

5.31.1.3 A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination at different centres.

5.31.1.4 A list of names of persons for appointment as moderators in each subject of examination.

**5.32 Vigilance Squads:**

5.32.1 The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centres of University Examination to:

5.32.1.1 Ensure that the University Examinations are conducted as per norms laid down.

5.32.1.2 Observe whether the Senior Supervisor and Block-Supervisor are following scrupulously instructions for conduct of the University Examinations.

5.32.1.3 Check the students who try to resort to malpractice at the time of University examinations and report such cases to the University.

5.32.2 The Vigilance Squad is authorised to visit any Examination Center without prior intimation and enter office of the in charge of Examination Center to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking candidate's identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The vigilance Squad shall be authorised to detect use of



malpractice and unfair means in the University Examination.

5.32.3 The Vice-Chancellor shall appoint Vigilance Squad which may include- Senior Teachers of recognized Institute/ University teachers and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.

5.32.4 The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.

5.32.5 The Dean/Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

### 5.33 **Examiners:**

5.33.1 There shall be two categories of examiners. Internal and External.

5.33.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the AMALTAS UNIVERSITY, DEWAS.

5.33.3 External Examiner shall be a full time teaching faculty from Universities other than the AMALTAS UNIVERSITY, DEWAS.

5.33.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

5.33.5 The thesis/dissertation shall be examined by two external examiners, who shall not be the examiner for theory and clinical.

5.34 The qualification of the paper setters and co-examiners shall be as follows, namely:

5.34.1 **Paper setters: Qualification: \*(As per the statutory council norms)\***

5.34.1.1 Postgraduate examinations

- Experience of teaching the subject at the Postgraduate level for at least five years. Or

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- Experience of teaching the subject at the Postgraduate level for at least four years together with research experience/total teaching experience at the degree and/or postgraduate level for at least eight years. Or
- As per the concerned statutory council or apex council norms.

#### 5.34.1.2 Degree Examinations

- Teaching the subject at degree or Postgraduate level for at least five years.

#### 5.34.1.3 Diploma Examinations

- Teaching experience of at least three years of degree or five years of diploma classes.

5.34.1.4 Superspeciality. As per the concerned statutory council or apex council norms or as decided by academic council / examination of AMALTAS UNIVERSITY, DEWAS

5.34.1.5 Fellowship. As per the concerned statutory council or apex council norms or as decided by academic council / board of examination of university.

5.34.1.6 Certificate. As per the concerned statutory council or apex council norms or as decided by academic council / board of examination of University.

#### 5.34.2 Co-examiners: Qualification:

The qualifications shall be the same as for paper setters. The minimum teaching/ professional experience required shall be same as that prescribed in case of the paper setter:

**Provided that,** in case of postgraduate examination, degree examinations and diploma examination, where sufficient number of paper setter and Co-examiners in a subject with the aforesaid qualifications is not available, the Vice-Chancellor in consultation with the Board of Examination can change the eligibility criteria.

5.35 The Controller of Examinations shall maintain a permanent list of teachers (Examiners bank) in the University along with their academic qualifications, teaching experience in examination in which they have acted as examiner,



moderator, and paper setter in the past and such other information as may be relevant.

**5.36 Internal & External Examinations:**

**5.36.1** "Internal examiner" means.

**5.36.1.1** In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department or College maintained by or affiliated to the University.

**5.36.1.2** In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

**5.36.2** "External examiner" means an examiner other than an internal examiner.

**5.36.3** "Co-examiner" means an examiner in a written paper other than the paper setter.

**5.36.4** "Thesis Examiner" means two external examiners, who shall not be the examiner for theory and clinical.

**5.37** Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.

**5.38** Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed within another sealed cover within prescribed period. He/ She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University

**5.39** Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit shall, ipso facto, cease to be examiners.



- 5.40 Examiners shall be appointed for examinations to be held in that academic year; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
- 5.41 A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance / necessary action.
- 5.42 The question papers, unless otherwise specified, shall be set in English.

**5.43 Panel of Examiners**

- 5.43.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 5.43.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 5.43.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 5.43.4 Such panel also shall be approved by Vice Chancellor.

**5.44 Theory Question Papers.**

- 5.44.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 5.44.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question papers.
- 5.44.3 He/she shall get three full question papers from above three papers setters.
- 5.44.4 He/she shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examinership as paper setter as well as declare



commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.

- 5.44.5 He/she Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

**5.45 Scrutiny and Moderation of Theory Question papers.**

- 5.45.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice Chancellor.
- 5.45.2 He/she shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 5.45.3 The responsibility of Moderator is to scrutinize the question paper of his/her subject.
- 5.45.4 Moderators shall not carry personal bags/ briefs/ mobile and any writing materials while entering the room of moderation.
- 5.45.5 Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus, ensure proper distribution marks and questions in sections.
- 5.45.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 5.45.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 5.45.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.



- 5.45.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 5.45.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 5.45.11 One set, preferably from older lot shall be used for each examination.
- 5.45.12 These are replaced by new sets of Question papers from time to time.
- 5.46 Printing of required number of Question papers at the time of Theory Examination.**
  - 5.46.1 Printing of question papers in all the subjects of each Examination shall be done 1 day prior to the commencement of respective Examination.
  - 5.46.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or In charge functionary, if Controller is on leave.
  - 5.46.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.
- 5.47 Printing and safe custody of question papers**
  - 5.47.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers
  - 5.47.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.
  - 5.47.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centers.
- 5.48 Answer Books and additional sheets.**
  - 5.48.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.



- 5.48.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.
- 5.48.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 5.48.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc. shall be made readily available in stock in advance.
- 5.48.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions.
- 5.49 Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examinations etc.**
- 5.49.1 No person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as paper setters /examiners/moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of paper setters may be made at the time of October examinations.
- 5.49.2 The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner / moderator.
- 5.49.3 The paper setters/examiners/moderators shall follow all the Ordinances given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.



- 5.49.4 The Dean/Principal of the concerned college *shall himself / herself be the chief Superintendent/Centre Incharge. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Dean/Principal shall alone be responsible for any lapse/ lapses occurring during the conduct of examination. The eligibility conditions of appointment of examiners will also apply to centre in charge.*
- 5.49.5 He shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
- 5.49.6 He shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations along with his report. He should not leave the examination centre during the examination period.
- 5.49.7 He shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- 5.49.8 The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 5.49.9 The receipt of examination forms in the University, the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination
- 5.49.10 The Dean/Principal shall, immediately after the examination is over, dispatch the answer books to the University where coding will be done and will be sent to the CAP centres.



- 5.49.11 The Director of the CAP appointed by the University shall receive the bundles of answer books sent by the University.
- 5.49.12 The director of the CAP shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 5.49.13 The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
- 5.49.14 As soon as the mark lists are received in the University examination section, the same should be processed immediately. After the approval of "Special Result Committee", the results shall be reported to the board of management or Board of Examination for the publication of the results.
- 5.49.15 The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed by the board of management from time to time and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the colleges for distributing the same to the concerned students.
- 5.49.16 The answer papers of examinations shall be preserved for a period of at least 1 year from the date of declaration of result of the examinations concerned.
- 5.50 Notification of schedule of registration for the examinations.**
- 5.50.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 5.50.2 The Head of the Institution shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.



- 5.50.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date
- 5.50.3.1 List A - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 5.50.3.2 List B - The list shall contain the candidate's attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condemnation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and Condonable. The candidates, whose shortage is condoned, shall be permitted to appear in the examinations.
- 5.50.3.3 List C - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.
- 5.50.3.4 List D - The list of candidates who have not qualified in internal assessment marks (as per apex council) , Candidate shall not be permitted to appear in the examination.
- 5.50.3.5 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 5.50.3.6 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.
- 5.51 The Vice-Chancellor shall ordinarily appoint the Principal / Dean of College or the Head of the Institution which is designated as a centre of examination, as the Centre-in-charge / Chief Supervisor for the University



- Examinations at that Centre. He/ She shall also appoint another suitable person as an independent observer to one or more centres.
- 5.52 Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.
- 5.53 The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in reasonable time.
- 5.54 The results of the examinees shall be tabulated in a prescribed form.
- 5.55 The results of each examination shall be prepared by a person, here in after referred to as tabulator/ Computer Programmer.
- 5.56 Tabulator/Computer Programmer shall be appointed by the Vice-Chancellor in consultation with Controller of Examination. Tabulator/Computer Programmer shall be either teachers of Health Sciences Colleges constituent to the University or staff members of the University office or both or an agency nominated by the Vice-Chancellor.
- 5.57 The results tabulated by the tabulators/Computer Programmer shall be scrutinised by a committee or person hereinafter called the "Scrutineer" appointed by the Vice-Chancellor in consultation with "Board of Examination".
- 5.57.1 The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by board of management from time to time.
- 5.57.2 The Tabulator / Computer Programmer shall perform the following duties.
- 5.57.2.1 Posting of marks obtained by an examinee in the tabulation Register.
- 5.57.2.2 Totaling of posted marks.
- 5.57.2.3 Indicating failures in accordance with the provisions of the Ordinance.
- 5.57.2.4 Stating the result at the specified place.
- (Explanation:** The result for purposes of this Ordinance includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance)



5.57.2.5 Preparation of list of examinees entitled for any awards or prizes.

5.57.2.6 Preparation of the result-sheet in the proforma prescribed for its publication.

5.57.3 "Scrutineer" means a person or committee who is appointed by the Vice-Chancellor in consultation with "Board of Examination" and who actually does the work of scrutiny of the results.

**"Scrutiny" means and includes:-**

5.57.3.1 Checking of posting made by the tabulators from the original statement submitted by the examiner;

5.57.3.2 Checking of totals/aggregates posted by tabulator/Computer Programmer;

5.57.3.3 Checking of appropriate marking indicating failures;

5.57.3.4 Checking of result prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Distinction, Pass, Fail, Exemption etc.

**5.58 Moderation:**

5.58.1 The Vice-Chancellor shall, for the examinations of every year, appoint a Committee for moderation of results, if required, which shall consist of-

5.58.1.1 The Dean of the Faculty concerned (Chairman).

5.58.1.2 One member nominated by the Vice-Chancellor.

5.58.1.3 Examination Controller (secretary).

5.58.2 The reports, action taken and proposed by the committee shall be placed before the Vice-Chancellor; the decision taken by the Vice-Chancellor shall be final.

5.59 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.

5.60 The Moderation Committee shall set norms of moderation and scrutinise moderation of results which shall be placed before the Board of management or Board of Examination formed by board of management, for approval, if required.



5.61 A "Special Result Committee" consisting of three local members of the Academic Council shall be appointed by the Academic Council each year to approve the results of examinations. The Chairman of the committee shall be from amongst its members. No result shall be declared unless it is approved by the "Special Result Committee". The committee will directly report to the Vice-Chancellor or as per the provisions made in this statute.

**5.62 Functions of the "Special Result Committee":**

5.62.1 To scrutinize and pass the result of the examinations, after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to give its recommend to the board of management/ Board of Examination. A copy of results shall also be sent to the Controller of Examination for publication of the results.

5.62.2 The "Special Result Committee" may interpret the provisions of any Ordinance, Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Ordinance, Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.

5.62.3 The Committee shall, after considering the discrepancies pointed out by the Tabulators/Computer Programmer and Scrutineers, or in any case where the result is unbalanced; make its recommendations to the Moderation Committee constituted by the Vice-Chancellor from year to year, for moderation of the results, if required.

5.62.4 In exceptional cases, the Special Examination Committee may suggest any amendment or modification of any examination Ordinance, which, in its opinion is necessary to the committee of academic council/standing committee of academic council.

5.62.5 To scrutinize complaints against question papers and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;



- 5.62.6 To decide cases of candidates who answered wrong paper and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;
- 5.62.7 To decide cases of candidates whose answer books were lost in transit and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor.
- 5.62.8 To exercise such other powers as the Academic council may delegate to it from time to time.
- 5.63 **Verification of Answer-Books-** The Answer-books may be scrutinised for verification of the correctness of the total of marks, recorded and for verification that all answers have been assessed. However, on verification, if any answer(s) is/are found unassessed, the Vice-Chancellor shall cause such answers to be checked and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.
- 5.64 Examiner responsible for unassessed answer in any answer book will be subject to disciplinary action and way to debarred or a period of two years from examinership.
- 5.65 If, as a result of such verification, it is found that the result of the examinee needs to be changed at the examination, the Vice-Chancellor shall publish a supplementary list embodying the results of such verification. The fee paid by the Examinee in such cases shall be refunded completely.
- 5.66 Before a reply is sent to the applicant, the report of the verification of the answer-books by the scrutinizers shall be counter-checked and signed by a Special Examination Committee.
- 5.67 Application for verification from an examinee shall be submitted to the Controller of Examinations within fifteen days from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of 15 days from the date of its declaration. Verification of the written answer books shall be caused by the person appointed by the Vice-Chancellor as per the guidelines, mechanism as may be laid down from time to time.



**5.68 Retotaling and Revaluation of written Papers:**

- 5.68.1 Provision of system of retotaling and revaluation is available for written paper only. The provision is not available in practical or clinical and viva or Internal Assessment.
- 5.68.2 Student who wish to apply for retotaling and/or revaluation in one or more subject shall apply for the same in the prescribed form along with the prescribed fees with 15 days from the date of declaration of result.
- 5.68.3 The retotaling of paper shall be done by the University official or the professor nominated by the Vice Chancellor. Old and new marks shall be entered on the prescribed form. If the total is found different in retotaling the result shall be modified.
- 5.68.4 Answer book for revaluation shall be coded any marks entered in the A/B shall be Hidden /covered with opaque tape.
- 5.68.5 Revaluation of answer book shall be done by two external subject expert other than the original examiner.
- 5.68.6 If the average marks awarded by the two external subject expert varies from the marks given by original examination by more than 10% of the maximum marks in the paper. Then only the result awarded by two external examiner and the two valuers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision his/her result.  
Provided that in case in which "if the average marks awarded by two external examiners is more than 20% of maximum marks on the paper than A/B shall be revalued by third examiner.
- 5.68.7 The A/B for the revaluation of third examiner shall be open along with marks awarded by other two valuer.
- 5.68.8 The marks awarded finally by the third examiner shall be taken to represent correct and final valuation and result recast accordingly.
- 5.68.9 Fresh results of all the students who applied for revaluation, shall be recomputed and notified by the examination controller with due approval of Vice chancellor.

- 5.69 Head of passing of various courses on their respective faculties will be decided by the academic council, board of studies or the provision of the apex bodies.



**5.70 Number of Attempts:**

**5.70.1 Maximum numbers of attempts and period for passing first professional examination:** For the professional courses where the first University examination is conducted after one year, the applicant shall pass the first professional examination course as per the norms of Apex council.

**5.70.2** Heads of passing of various courses in their respective faculties will be as per the Provision of the Regulatory Body Norms.

**5.70.3** The candidate to be eligible to pass in a subject shall pass in all heads of passing in the respective subjects in the same attempt.

**5.70.4** Scheme and pattern of examination of various faculties will be as listed in respective subject syllabus.

**5.71 The Standard of Passing :-**A candidate to be eligible to pass the examination must have obtained not less than 50% of marks in each of the passing heads of the respective subject.

**5.71.1 Distinction:** 75% and above marks obtained out of the maximum marks allotted to a subject.

**5.71.2** A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination in the first attempt.

**5.72 Internal Assessment:**

**Theory and Practical internal assessment marks shall be added as follows.**

**5.72.1** The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal & preliminary examination should be as per the syllabus.

**5.72.2** After every examination for internal assessment, the result should be submitted within 15 days of the examination to the University with following formalities.

**5.72.2.1** Result sheet should bear the signature of the students in front of their names and marks awarded.



**5.72.2.2** The result sheet should be duly signed by the examining teacher/s and the head of the department and countersigned by the Dean/Principal of the college.

**5.72.2.3** The result sheet should have date mentioned on it

**5.72.2.4** The result sheet should be sealed properly.

**5.72.3** The result of each examination should be put up on the notice board of the department of college for a period of one week.

**5.72.4** The final result of the internal assessment examinations should be submitted to the University in the format within specified period before the start of University examination.

**5.72.5** All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result.

**5.72.6** A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the college.

**5.72.6.1** In case of absence of student's for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the additional examination.

**5.72.6.2** In case of any complaint from the candidate regarding the internal assessment examination, a written complaint should be lodged with the H.O.D./Dean. Such complaints should be discussed in the committee meeting. The decision of the committee will be communicated to the student.



5.72.6.3 A candidate who is not satisfied with the decision of the committee at college level can appeal to the University for redressal of his grievances.

5.72.7 One additional examination should be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal assessment examinations (periodical/terminal/preliminary). Those candidates whose genuiness of reason for the absence is verified and who are permitted by the committee to appear for the additional examination can appear for such examination. Such an additional examination should be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

**5.73 Grace Mark:**

Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing will be as per norms of university.

- Provided further that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

**5.74 Moderation:**

5.74.1 The Moderation System shall be applicable to all the faculties for under graduate examinations only.

5.74.2 100% moderation of the answer books shall be carried out in case of candidates failing by 10% of marks of the aggregate marks of that paper.

5.74.3 In case of all faculties and courses, 100% moderation shall be carried out in case of candidates obtaining 75% and above marks.

5.74.4 The moderation of answer books of at least 5% of total number of candidates obtaining marks between minimum passing marks and marks



required for first class / distinction shall be carried out on random sample basis.

5.74.5 One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.

5.74.6 Moderation work shall be carried out simultaneously with the Central Assessment of answer books at CAP.

5.74.7 Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

5.74.8 University shall formulate detailed scheme of moderation on the basis of guidelines given above.

**5.75 Amendment of Results:**

5.75.1 **Due to errors:** — In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor, provided the errors are reported / detected within 2 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of management

**Error means-**

5.75.1.1 Error in computer/data entry, printing or programming and the like.

5.75.1.2 Clerical error, manual or machine, in totaling or entering of marks on ledger / register.

5.75.1.3 Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

**5.75.2 Due to fraud, malpractice etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any



malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the board of management been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

**5.75.3.1** "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.

**5.75.3.2** "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

**5.75.3.3** "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

**5.75.3.4** "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the



unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Superintendent or any other authorized person to the Controller of Examinations or Dean/Principal or Head of the Institution concerned or any officer authorised in this behalf.

**5.75.3.5** "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in various clause, the presumption shall be that the material did relate to the subject of the examination.

**5.75.4** Chief Superintendent of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

**5.75.4.1** The examinee shall be called upon to surrender to the chief Superintendent, the unfair means material found in his or her possession, if any, and his/her answer book.

**5.75.4.2** Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Superintendent shall also sign on all the relevant materials and documents.

**5.75.4.3** Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Jr. Supervisor and Sr. Supervisor (Appendix - III) shall be recorded in writing by the Chief Superintendent. If the student refuses to make statement or to give an undertaking,



the concerned Sr. Supervisor and Chief Superintendent shall record accordingly under their signatures..

**5.75.4.4** Chief Superintendent shall take one or more of the following decisions depending upon seriousness/ gravity of the case:

**5.75.4.4.1** In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.

**5.75.4.4.2** Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.

**5.75.4.4.3** May report the case to the concerned Police Station (Appendix - IV).

**5.75.4.4.4** Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked.

**5.75.4.4.5** All the materials and list of material mentioned in sub-clause (5.75.4.1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (5.75.4.2) and (5.75.4.3) and the answer book/s shall be forwarded by the Chief Superintendent, along with his report, to the concerned Controller of Examinations / Dean / Principal / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".

**5.75.4.4.6** In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person s' record the facts in writing and shall report the same to concerned Controller of Examinations/Dean/Principal of the Institution, as the case may be.



**5.75.5 Appointment of Unfair Means Inquiry Committee:**

**5.75.5.1** For the purpose of investigating unfair means resorted to by examinees at the University examination, the board of management/ Board of Examination, shall appoint a Committee. The term of the Committee shall not be more than four years.

**5.75.5.2** For the purpose of investigating unfair means resorted to by examinees at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Dean/Principal/Head) to be nominated by the Dean/Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members of the College/ Institution Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.

**5.75.5.3** The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defence, that the principle of natural justice has been followed that and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

**5.75.6 Procedure of the Committee should be as under**

**5.75.6.1** The Controller of Examinations of the University/Dean/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should



not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

**5.75.6.2** The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.

**5.75.6.3** The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

**5.75.6.4** Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

**5.75.6.5** The Committee should follow the above procedure in the spirit of the principles of natural justice.

**5.75.6.6** After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

**5.75.6.7** The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.





**5.75.7 Punishment:**

The Competent Authority concerned i.e. the board of management/ Board of Examination, in the cases of University examination, the concerned Dean/Principal in the cases of College examination, and the Head in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- 5.75.7.1** Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- 5.75.7.2** Debarring examinee from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- 5.75.7.3** Debarring examinee from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- 5.75.7.4** Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- 5.75.7.5** In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a examinee additional punishment/penalty as it may deem fit.
- 5.75.7.6** As far as possible the quantum of punishment should be as prescribed (category-wise) below.
- 5.75.7.7** The examinee concerned is to be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to



the College/Institution he/she belongs to and to the Centre In charge.

**5.75.8 The Broad Categories of Unfair Means Resorted by examinee at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category Thereof.**

Sr. No. (1)	Nature of Malpractice (2)	Quantum of Punishment (3)
5.75.8.1	Possession of copying material.	Annulment of the performance of the student at the University / College/ Institution examination in full *  (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No. 5.73.3.1.2 to Sr. No. 5.73.3.1.12 in addition to the punishment prescribed thereat.
5.75.8.2	Actual copying from the copying material.	Exclusion of the student from University or College or Institution examination for one additional examination
5.75.8.3	Possession of another student's answer book	Exclusion of the student from University or College or Institution for one additional examination. (BOTH THE STUDENTS)



5.75.8.4	Possession of another student's answer book+actual evidence of copying there from.	Exclusion of the student's from University or College or Institution copying examination for two additional examinations (BOTH THE STUDENTS)
5.75.8.5	Mutual/Mass copying	Exclusion of the students from College or Institution University examination for two additional examinations.
5.75.8.6.1	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
5.75.8.6.2	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
5.75.8.6.3	Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon	Exclusion of the student from University or College or Institution examination for four additional examinations. <b>Period of exclusion shall be counted as towards attempts</b>
5.75.8.7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examinations for four additional



		examinations.
5.75.8.8	Interfering with or counterfeiting of University /College/Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the examinee/s from University or College or Institution examination for four additional examinations.
5.75.8.9	Answer book, main or supplement, written outside the examination hall or any other insertion in answer book.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
5.75.8.10	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
5.75.8.11	Using obscene language/violence/ threat at the examination centre by a student at the University/ College/ Institution examination to Jr./Sr. Supervisors/Chief Superintendent or Examiners.	Exclusion of the examinee from University or College or Institution examinations for four additional examinations.
5.75.8.12	Impersonation at the University/ College/Institution examination.	Exclusion of the examinee from University or College or Institution



		examination for five additional examinations (both the students if impersonator is University or College or Institute student).
5.75.8.13	Revealing identity in any form in the answer written or in any other part of the answer book part of the answer book by the student at the University of College or Institution examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
5.75.8.14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the examinee at the University or College or Institution examination in full.
5.75.8.15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution Examination in full and severe punishment depending upon the gravity of the offence.

**Note:** Vice-Chancellor will have discretion to change any of the category of punishment.

5.75.8.16 If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractice used at the examination, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment for the offence, when committed at the second or subsequent examination.



5.75.8.17 Practical/Dissertation/Project Report Examination Student involved in malpractices at Practical/ Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

5.75.8.18 The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

\* (Note : The Term "Annulment of Performance in full" includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used thereat.)

**5.75.9 Malpractice by Faculty/Staff:**

Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

**5.75.9.1 Competent Authority:**

5.75.9.1.1 The board of management/ Board of Examination, shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

5.75.9.1.2 Local Managing Committee/Advisory Committee of the constituent college shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of internal examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the constituent / affiliated / conducted colleges' or Recognised Institution on behalf of the University. The action taken should be reported to the University within two weeks.





5.75.9.2 Definition: Unless the context otherwise requires-

5.75.9.2.1 "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

5.75.9.2.2 Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (5.75.9.1.1) relating to the examination :

5.75.9.2.2.1 Leakage of question/s or question paper set at the University / Collège / Institution examination before the time of examination.

5.75.9.2.2.2 Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

5.75.9.2.2.3 Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.

5.75.9.2.2.4 Examiner / Referee showing negligence in detecting malpractice used by student's.

5.75.9.2.2.5 Jr. Supervisor, Sr. Supervisor, Chief Superintendent/ Centre In charge showing negligence / apathy in carrying out duties or aiding / abetting /allowing / instigating students to use malpractice/s.

5.75.9.2.2.6 Or any other similar Act's of commission and or omission's which may be considered as malpractices or lapses by the competent authority.

5.75.9.2.3 "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to



other person/s omitting to do what he/she is bound to do as duties.

5.75.9.2.4 'College' means, constituent or affiliated college or recognised institution of a University.

#### **5.75.9.3 Investigating Committee**

5.75.9.3.1 The Committee appointed by the board of management/ Board of Examination, to investigate into unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.

5.75.9.3.2 Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated / conducted College or institution on behalf of the University.

#### **5.75.9.4 Procedure for Investigation of malpractice by Faculty/Staff:**

5.75.9.4.1 The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/College / Institution shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the



concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

5.75.9.4.2 The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.

5.75.9.4.3 The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.

5.75.9.4.4 The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.

5.75.9.4.5 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be



considered by the Committee before making final report/recommendation.

5.75.9.4.6 The Committee should follow the above procedure in the spirit of principle of natural justice.

5.75.9.4.7 If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.

5.75.9.4.8 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

**5.75.10 Punishment.**

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:—

5.75.10.1 Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.

5.75.10.2 Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.

5.75.10.3 Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.



5.75.10.4 The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.

5.75.10.5 An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (5.75.10.3) above, shall lie with the Board of management if the case is pertaining to the University examination or with the management of the College or Institution, if the case is pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.

5.75.10.6 The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.

5.75.10.7 The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

5.75.10.8 As far as possible the quantum of punishment should be prescribed category-wise as here under:-

**5.75.11 Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of University / College / institution Examinations.**

S.No. (1)	Nature of Malpractice/ Lapses (2)	Punishment (3)
5.75.11.1	Paper -setter found responsible for leakage of the question set in the University / College/ Institution examination/s whether intentionally or due to the negligence before the time	Disqualification from any examination Work + disciplinary action by concerned authorities as per the rules applicable.



	of examination.	
5.75.11.2	Leakage of question / question paper set in the University / College/ Institution examination before the time of examination at the University/ College/Institution or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty / responsible person/s as per the prevailing rules / standard code by the concerned authorities.
5.75.11.3	Favouring a student (Examinee) by examiner moderator, referee in assessment of answer books/dissertation/Project Report /Thesis by assigning the student marks to which the student is not entitled, at the University / College/ Institution examination.	Disqualification from any examination Work and disciplinary action by concerned authorities.
5.75.11.4	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation/ Project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.



5.75.11.5	Paper-setter omitting question at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
5.75.11.6	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
5.75.11.7	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s.	As decided by the authorities of the University / College/ Institution.
5.75.11.8	Guiding Teacher showing negligence in supervision of dissertation / Project work(e.g. use of manipulated data by a student)	As decided by the authorities of the University / College / Institution
5.75.11.9	Sr. Supervisor / Chief Superintendent showing apathy in carrying out duties related to examinations (e.g. not taking a round to the examination hall at the Examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University / College / Institution.



5.75.1 1.10	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University / College / Institution employee.
5.75.11.11	Jr. Supervisor helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/ Institution employee.

**Note:** Vice-Chancellor will have discretion to change/modify any category of punishment.

5.75.11.12 The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person, if declared guilty.

5.75.11.13 The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the prevailing act.

#### **5.76 Unfair means Resorted to by the Candidate (MALPRACTICE):**

##### **5.76.1 General:**

**5.76.1.1** On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of management/ Board of Examination, shall have power at any time to institute inquiry and to punish for such unfair means  
**Or**

- Breach of the rules by exclusion of such student from any University examination **Or**



- From any University course in a College Or
- In the University Department Or
- From any Convocation for the purpose of conferring degree either permanently Or
- For a specified period, Or
- By cancellation of the result of the student in the University examination for which the student appeared Or
- By deprivation of any University Scholarship held by him/her Or
- By cancellation of the award of any University prize or medal to him/her Or
- By imposition of fine Or
- In any two or more of the aforesaid ways within a period of one year.

**5.76.1.2** Where the examinations of the University courses are conducted by the constituent Colleges on behalf of the University, the Dean/Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.



5.76.1.3 On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges including breach of the rules laid down for proper conduct of examination, the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/ her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

**5.76.2 Competent Authority:**

5.76.2.1 The board of management / "Board of Examination", shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

5.76.2.2 The Dean/Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student's using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

**5.76.3 "Definition-Unfair means"-Unless the context otherwise requires:**

5.76.3.1 "Unfair means" include one or more of the following acts of commission or omissions on the part of student's during the examination period.





- 5.76.3.1.1 Possessing unfair means material and or copying there from.
- 5.76.3.1.2 Transcribing any unauthorised material or any other use thereof
- 5.76.3.1.3 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- 5.76.3.1.4 Unauthorised communicating with other examinees or anyone else inside or outside the examination hall.
- 5.76.3.1.5 Mutual / Mass copying.
- 5.76.3.1.6 Smuggling-out, or smuggling-in of either blank or written answer books as copying material.
- 5.76.3.1.7 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- 5.76.3.1.8 Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.
- 5.76.3.1.9 Insertion of currency notes in the answer books or attempting to bribe any of the people connected with conduct of examinations.
- 5.76.3.1.10 Impersonation at the University/College/Institution examination.
- 5.76.3.1.11 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
- 5.76.3.1.12 Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the competent authority.

**5.76 Central Assessment Programme Scheme (CAP):**

- 5.76.1 If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the CAP Director along with the evidence, to the Controller of Examinations /Dean/Principal/Head of the Institution, as the case may be,



with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

5.76.2 A prima facie case of unfair means reported to the University /College /Institution by the Chief Superintendent / Centre In charge/ Jr. / Sr. Supervisor and 'or examiners shall be inquired into by the Committee appointed by the Board of management standing committee of examination / Dean / Principal / Head of the Institution, as the case may be. In the event cases of unfair means are reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to who the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

5.76.3 Examination Result's of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution to which he/she belongs to, shall be informed accordingly.

#### 5.77 Preliminary:

The conduct of examinations and declaration of results is one of the important activities of the University The Scheme of Central Assessment Programme is being introduced by way of this Ordinance with a view to:—

- Declaring the results in the shortest possible time,
- Increasing the reliability of the results,



- Maintaining uniformity and consistency in the assessment,
- Increasing accuracy and efficiency in the declaration of results and
- Creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

5.77.1 Pre-assessment work.

5.77.2 Assessment and Moderation process.

5.77.3 Post-Assessment work.

**5.77.1 Pre-Assessment work:**

5.77.1.1 To Fix the venue of the Central Assessment Programme (CAP):

The venue of the CAP shall be decided by the University. It shall be on the University campus.

**5.77.1.2 Appointment of CAP Director:**

The Director for the Central Assessment Programme shall be appointed by the University from amongst the following:

5.77.1.2.1 Dean/Principal of the concerned Affiliated College or his nominee from amongst the senior faculty members.

5.77.1.2.2 Head of the concerned Institute.

5.77.1.2.3 Head of the concerned University Department or his nominee not below the rank of Reader.

The Director Shall communicate his acceptance along with the undertaking in the prescribed form ( Appendix- VI)

**5.77.1.3 Invitation to Examiners/ Moderators:**

The University shall provide a list indicating the number of students appearing for each subject and other relevant information to the Director. The Director / Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty



in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/ moderators as reported by the Director, CAP, the substitute appointments of examiners/ moderators shall be made by the CAP Director from the list of examiners provided by the University/ Controller of Examinations.

**5.77.1.4 Collection of Answer Books:**

It is the responsibility of the Dean/Principal of the College/Director of the recognized Institute to see that the answer books of the examinations held at his/her centres are sent promptly to CAP Centres / University as per instructions given by the University from time to time.

**5.77.1.5 Preparation for CAP**

5.77.1.5.1 The Director of CAP shall make adequate arrangements to receive answer books coming from the University / examination centres from time to time.

5.77.1.5.2 On receipt of the answer books at the CAP venue / University, the staff employed for this work shall check the number of answer books, Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Exams.)/or an Officer nominated by the Controller of Examinations/ Chief examination superintendent.

5.77.1.5.3 It shall be seen and verified that all the answer books of the subject, are received from the centres of examinations / University. This shall be checked with the subject wise and centre wise summaries of the examination concerned. In case of non-receipt of answer books from any examination centre / University, the Controller of Examinations / the CAP Director shall take immediate steps for receiving the said answer books from the concerned examination centre/ University.



5.77.1.5.4 The bundle of answer books so prepared shall preferably be computer - coded, masked and the coded sheets shall be inserted in the bundles of answer books. The Junior Supervisor's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the Controller of Examination.

**5.77.1.6 Assessment and Moderation Process:**

The University shall issue instructions to the concerned on the following:

5.77.1.6.1 Consistency and uniformity in assessment.

5.77.1.6.2 Remedial measures in respect of discrepancies detected / noticed in the question Paper.

5.77.1.6.3 Unfair means noticed by the assessor/s.

5.77.1.6.4 Administrative, financial and organizational details.

**5.77.1.7 Post- Assessment:**

The University shall issue instructions on the following:

5.77.1.7.1 Decoding / unmasking of assessed answer books.

5.77.1.7.2 Scrutiny and verification of assessed answer books.

5.77.1.7.3 Preparation and schedule of submission of mark lists to the University.

**5.77.2** During examination, examinees and other students shall be under disciplinary control of the Chief Superintendent.

**5.77.3** "Chief Superintendent" means Dean/Principal of the College concerned or Head of the University Department or Recognised Institute concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

In case, where any matter related to examination is required to be regulated by Statutes, Ordinances, Rules or Regulations but if no Statutes, Ordinances, Rules or Regulations are made in that behalf, the *Vice- Chancellor* may, for the time being, in consultation with the Board of Examination, regulate matter by issuing such directions as the *Vice-Chancellor* thinks necessary.



**Ordinance No.05****Examinations and Assessment**

According to the New Education Policy 2020:

1. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters.
  - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.
  - (ii) The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (honours/Research) programme for regular students shall be 6 and 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.
2. **Entry and Exit System:** Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

**1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.



**2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-2:** If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

**3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

**Exit-3:** If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

**4<sup>th</sup> year (Seventh & Eight Semester-Level 4)**

**Entry-4:** An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

3. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to



subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 40% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- (i) First division with honour's, where student score 75% or more marks.
- (ii) First division, where student score 60% or more marks.
- (iii) Second division, where students score 50% above but less than 60% marks.
- (iv) If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

4. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.
5. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.
6. **Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.
  - (i) Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
  - (ii) Disciplinary /Interdisciplinary Minor (32 credits)
  - (iii) Generic Elective (16 credits)
  - (iv) Skill Enhancement Courses/Vocational Courses (12 credits)
  - (v) Ability Enhancement Courses (08 credits)
  - (vi) Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

**CREDIT SYSTEM (TABLE:1)**  
**(Qualification Type and Credit Requirements.)**

Levels	Qualification Title	Credit Requirement
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<b>Level 1</b>	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
<b>Level 2</b>	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
<b>Level 3</b>	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
<b>Level 4</b>	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- (i) One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- (ii) Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

#### 7. CBCS System:

**Types of Courses:** Course are the basic units of education and/or training. types of course shall be as follow.

- (i) **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- (ii) **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.  
Discipline Specific Elective (DSE) Course.  
Dissertation/Project
- (iii) **Generic Elective (GE) Course:**  
An elective course chosen generally from an unrelated discipline/subject to seek exposure of other field is called a Generic Elective course.



(iv) **Ability Enhancement Course. (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

**8. Syllabus.:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC under Learning Outcomes-based Curriculum Framework(LOCF) with maximum deviation of 20%.

**9. Assessment:**

- To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc, during the semester/year.
- There shall be University Examination at the end of each semester/year. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- Span period of completion of courses shall be as prescribed in the respective regulation.

**10. Conduct of Examinations**

- All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.



- (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
- (vi) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (vii) University shall promote online examinations(if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

## 11. Makeup Examinations

1 .



- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests/examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per the dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end-semester/year examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve the requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

## 12. Choice-Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

## 13. Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:



a).	Theory Block	
	Quizzes, assignments and regularity	20 %
	Mid-semester test (s)	20 %
	End-semester examination	60 %
	Total	100 %
b).	Practical Block	
	Lab work and performance, quizzes, assignments and regularity	40 %
	End-semester examination	60 %
	Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
P	$40 \leq m \leq 49$	5	Pass
F	$m \leq 39$	0	Fail
Ab	-	0	Absent

- (iv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$



Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

#### 14. Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

#### 15. Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:



CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 4.0.

#### 16. Promotion to Higher Semester

- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score a minimum of grade P in end-semester examinations of theory and practical parts of the subject.
- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

#### 17. The Appointment of Examiners

- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in University Statute.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

#### 18. The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department – Member
- (iii) Two seniors most teachers by rotation, as subject experts – Members.

The tenure of the members as subject experts shall be two years.



**Ordinance No.6**  
**University Fellowships, Scholarships, Stipends, Medals**  
**and Prizes**

- (a) Scholarships, Fellowships, and Concessions in Tuition Fee
- (i) All recommendations for the award of scholarships, fellowships and concessions shall be considered and decided by the committee constituted by the Chancellor. Following will be the members of the committee:
- i. The Vice-Chancellor –Chairperson
  - ii. Nominee of the Chancellor
  - iii. Deans of all the Faculties
  - iv. Chief Finance and Accounts Officer(CFAO)
  - v. Registrar or his nominee not below the rank of Deputy Registrar
- (ii) The decision of the Committee shall be forwarded to the Chancellor for his approval, before implementation of the decision.
- (iii) The University shall award merit / merit - cum - means (MCM) scholarships, assistantships, awards, prizes and medals as approved by the Academic Council and Board of Management.
- (iv) Merit Scholarships, one each of value of full, half and quarter of tuition fee amount, as prescribed from time to time for general or special category of students shall be awarded in different programmes on the following basis:
- i. Only those students will be eligible for the award of Merit Scholarship who were admitted through entrance examinations and have cleared all the courses prescribed during the previous semester/year in single attempt.
  - ii. Award shall be based on merit of the preceding semester/year.



- iii. The Academic Council shall consider and approve the names of the students for the award of merit scholarships after the declaration of the semester result.
  - iv. The Merit Scholarship shall be tenable for one semester/year only.
  - v. If a student declines the merit scholarship, the same shall be awarded to the next student in the approved merit list.
  - vi. A student who has been awarded merit scholarship from the University shall not be entitled to receive any kind of stipend or any other financial assistance from any other source. However, in all such cases the student will be required to communicate the same to the University.
  - vii. If the recipient of merit scholarship is found guilty of gross misconduct, his case after due warning to the student shall be reported to the Academic Council for the withdrawal of the scholarship.
- (b) The details of the other scholarship and stipends offered by the University shall be published in the prospectus.
- (c) The limit of parental gross income per annum shall be as decided by the Board of Management for merit cum means scholarship.
- (d) Other scholarships and concession in fee not mentioned in this ordinance shall be declared as and when required, to motivate the academic talents to receive the education. This matter has to be recommended by the Academic Council and to be approved by the Board of Management.



**Ordinance No.07****ORDINANCE PERTAINING TO "ACADEMIC & RESEARCH ACTIVITY GRANTS"****1. PREAMBLE:**

- 1.1 Research forms a very vital part of progress in academic matters of an Institute. The University is keen on providing research facilities in its institutions. To succeed in its goal of High Quality Research, it is necessary that the management not only provides the infrastructure but also encourages the teachers and staff to participate in research activities for sharing and updating the knowledge.
- 1.2 Knowledge is dynamic and not static. Knowledge shall not be confined within the four walls. It shall be disseminated. Knowledge multiplies by many folds, if it is allowed to be shared in classes, clinics, symposia, workshops, conferences and other scientific platforms.
- 1.3 Active research work, exposure to scientific seminars, workshops and symposia are important part of learning and spread of knowledge.
- 1.4 In view of the above the guidelines are framed for deputation of personnel for various conferences, continued education and quality improvement programme etc. The guidelines shall be known as Academic and Research Activity Grants (ARAG).

**2. CLASSIFICATION OF STAFF:**

The teaching staff is classified into the following groups:

- |         |   |   |
|---------|---|---|
| Group A | - | Heads of Institutions (Principals/Dean/Directors/HOD) |
| Group B | - | Professors and Associate Professors / Readers.        |



Group C - Asst. Professors/ Sr. Lecturers (Possessing P.G. Degree in the respective specialties).

### 3. **FINANCIAL AIDS:**

**3.1 FOR RESEARCH WORK:** To encourage research activities, consolidated amount is granted as an aid for the projects.

- a. Quantum of grants is based on the requirements of individual projects.
- b. The maximum amount shall not exceed per project, as prescribed by the University.
- c. Staff is required to submit the details of project including aims and objectives, material and methods, ethical clearance etc. and provisional cost, report along with timeframe.
- d. The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
- e. Research work forms the property of the Sponsoring Body/ AMALTAS UNIVERSITY, DEWAS. Research worker shall seek prior written permission for presentation/publication of the research work in part or full.
- f. If the work is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
- g. The grant may be recovered in case the work is either abandoned or incomplete.
- h. Due credit shall be recorded in the research work, Publications on the role of the Sponsoring Body

### **3.2 FOR SCREENING COMMITTEE:**

- a. The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- b. The Screening Committee shall send its recommendation including Quantum of funds required to the management for the approval of grant.
- c. The Management reserves its right to accept fully/partially the recommendations of screening committee.



**3.3 PERMISSIONS/ SANCTIONS:**

- a. The permission may be accorded to attend national conferences, continuing Education Programs, seminars, workshops and symposium etc. related to respective field of individuals.
- b. Ordinarily the duration of such visits should not exceed more than two weeks.
- c. Not more than 50% of teaching staff from the same department will be permitted to attend the conference at one time.

**3.4 SANCTIONING AUTHORITY: - Sanctions Authority will consists of –**

- a. Vice Chancellor – Chairpersons.
- b. Nominee of Chancellor.
- c. Two Dean of Faculty - Nominated by Vice Chancellor.
- d. One Chairperson of Board of Studies - Nominated by Academic Council.
- e. Chief Finance Officer & Accounts Officer- Member.
- f. Registrar- Member Secretary.

**3.5 ELIGIBILITY OF STAFF:****3.5.1 For Head of the Institutions:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for Airfare/First A.C fare from to the place of event and back.
- d. Eligible for re-imburement of registration fee in full.
- e. Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.
- f. Eligible for additional grant, as prescribed, if he/she is presenting a scientific research paper.
- g. Re-imburement will be done on production of tickets and receipts.

**3.5.2 For Professors/Associate Professors/ Readers:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II-A.C fare from to the place of event and back.



- d. Eligible for re-imbursment of registration fee in full but not exceeding the amount as prescribed.
- e. Eligible for grant of accommodation at actual rate or at the rate not more than the amount as prescribed per day.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-Imbursement will be done on production of tickets and receipts.

#### 3.5.3 For Assistant Professors / Sr. Lecturers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from to the place of event and back.
- d. Eligible for re-imbursment of registration fee in full but not exceeding the amount as prescribed.
- e. Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-imbursment will be done on production of tickets and receipts.

#### 4. **PUBLICATIONS:**

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid.

- 4.1 An incentive amount, as prescribed by the University, will be given on publication of research article in indexed foreign and Indian journal.
- 4.2 An incentive amount, as prescribed by the University, will be given to review/general /case reports article published in indexed Foreign/Indian journals.
- 4.3 Teachers shall apply for the above incentives to Head of Institutions with five hard copies and one Soft copy of publication.



- 4.4 Incentives will be granted on the approval of Screening Committee.

**5. SPECIAL PERMISSION:**

- 5.1 Deputation to international conferences etc, and relaxation of the above guidelines for re-imbursement at higher value if any, shall be at the sole discretion of the Chancellor on the merits of each case.
- 5.2 The teaching faculty not covered under Para 2 above for Academic & Research Activity Grant may also be considered by the Chancellor based on the recommendation of Vice Chancellor.

**Ordinance No.08**  
**ORDINANCE PERTAINING TO PAYMENT/REMUNERATION FOR**  
**EXAMINATION WORK**

1. The rates of remuneration for all purposes relating to examination & others shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
3. The Traveling & other allowances will be payable as per University / State Government rules.
4. In ease of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final and binding.



**Ordinance No.09****ORDINANCE PERTAINING TO FEES OF EXAMINATION & RATES OF OTHER FEES  
FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY****1. FEE STRUCTURE:**

The examination fees & rates of other fees, prepared by the Finance Committee which is approved by the Board of Management and reviewed by M.P. Private University Regulatory Commission shall be payable by the students of the University Departments/Constituent Units for various examinations & other services, from time to time & which will be notified in the University website and notice board.

**2. REFUND AND ADJUSTMENT OF FEE:**

2.1 A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.

2.2 Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.

2.3 Examination and fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.

2.4 The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars, or are debarred /detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.



**Ordinance No.10****ORDINANCE PERTAINING TO DISCIPLINED CONDUCT OF THE STUDENT****1. OBLIGATIONS OF THE STUDENT:**

- 1.1 Conduct himself/herself properly
- 1.2 Maintain proper behavior
- 1.3 Observe strict discipline both within the campus & outside of the University, and also in Hostel.
- 1.4 Ensure that no act of this consciously or unconsciously brings the University or any establishment or authority connected with it into disrespect.

**2. ANY ACT/S OF THE STUDENT WHICH IS CONTRARY TO THE CLAUSE (1), SHALL CONSTITUTE MISCONDUCT AND/OR INDISCIPLINE:**

- 2.1 Any act of the student which directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the University.
- 2.2 The student who is repeatedly absent from the class, lectures, tutorials, Practical clinical and other courses.
- 2.3 The student not abiding by the instructions of the Faculty members and not interacting with them with due respect.
- 2.4 Any student found misbehaving in the campus/class or behaving arrogantly, violently towards the faculty, staff or fellow student.
- 2.5 The Students who is not present for all the class tests, midterm tests, terminal and preliminary examinations.
- 2.6 Permitting or conniving with any person/parent/guardian, which is not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the University.



- 2.7 Obstruction to any student or group of students in any legitimate activities, in classrooms/laboratories/field or places of social and cultural activities within the campus of the Institute.
- 2.8 Possessing or using any fire arms, lethal weapon, explosives, or dangerous substances in the premises of the University.
- 2.9 Indulging in any act which would cause embarrassment or annoyance to any student/authority/staff or any member of the staff.
- 2.10 Stealing or damaging any farm produce or any property belonging to the University, staff member or student.
- 2.11 Securing admission in the University, to any undergraduate or post graduate program or any other course by fabrication or suppression of facts or information.
- 2.12 If the student fails to complete the assignments regularly and has poor academic performance as assessed by the regular class teachers and internal assessment, he/she will not be allowed to appear for the AMALTAS UNIVERSITY, DEWAS examination.
- 2.13 If a student remains absent for lectures, practical or class test and examinations without prior permission of the Principal or the head of the departments, she/he will not be compensated for extra class.
- 2.14 Students should read the notices regularly on notice boards in the academic complex, library and the department notice boards. Failure to know the rules of University will not be an excuse for any reimbursement.
- 2.15 Damage of property of the university and its constituent's institutes like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows panels, vehicles etc., will be viewed very seriously.
- 2.16 Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited.



- 2.17 Use of mobile phones and head phones during college hours is prohibited.
- 2.18 As per the rules and regulations of AMALTAS UNIVERSITY, DEWAS, , prescribed attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, hospital (tertiary, secondary, primary) posting and bedside clinics etc.
- 2.19 The Students must present in proper dress code with apron/ lab coat, name badge and identity card on all week days /working days and during clinical duties.
- 2.20 Admission of the student will be cancelled at any point of time in case of;
  - 2.20.1 Not submitting the required documents in time.
  - 2.20.2 Failing to fulfill required eligibility criteria of the program.
  - 2.20.3 Submission of fake or incorrect documents.
  - 2.20.4 Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.
  - 2.20.5 Not paying the stipulated fees on time.

### 3. **PROHIBITION OF RAGGING:**

- 3.1 Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational University, 2009" (as amended) and the MCI (Prevention and Prohibiting Ragging in Medical Colleges/ University) Regulations 2009, and DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009 and other regulatory body/council shall be applicable to all students of the AMALTAS UNIVERSITY, DEWAS.
- 3.2 It is mandatory to fill the online Anti Ragging undertaking, by every student at the time of the admission and on commencement of every academic year.
- 3.3 Smoking or consumption of alcoholic beverages or use of banned materials inside the College, Hostel and Campus is strictly prohibited. Any violation on the part of the students will be viewed very seriously and they will be suspended from the college immediately pending enquiry and in the case of hostellers, they will be



expelled from the hostels immediately. Such students will not be permitted to attend classes/sit for examinations and enter the campus without the written permission of the competent Authority.

**4. ATTENDANCE & PROGRESS:**

Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct/ academic performance/ attendance of each student shall be reviewed periodically and appropriate action, including detaining from appearing for the AMALTAS UNIVERSITY, DEWAS Exam/ expelling from the Hostel or College, as the case may be, will be taken against the erring student. The students shall abide by such decision of the authorities of the Institution/AMALTAS UNIVERSITY, DEWAS.

**5. PAYMENT OF TUITION AND OTHER FEES:**

- 5.1 On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.
- 5.2 In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the University / Institution /College concerned. Late payment, if any, will attract penalty as specified.
- 5.3 Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued



admission card for the AMALTAS UNIVERSITY, DEWAS examination(s)/debarred from appearing for the AMALTAS UNIVERSITY, DEWAS examination(s).

- 5.4 All fees, once paid to the AMALTAS UNIVERSITY, DEWAS account, will not be refunded or adjusted for any other purpose under any circumstance.

**6. RULES RELATING TO AMALTAS UNIVERSITY, DEWAS EXAMINATIONS:**

- 6.1 The candidates appearing for the AMALTAS UNIVERSITY, DEWAS theory examinations shall be under the direct disciplinary control of the Centre In-charge. Possession of cell phone or any electronic device or incriminatory materials by a candidate or found copying from any device in the examination hall, is strictly prohibited.
- 6.2 Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the AMALTAS University, Dewas Examination Manual.

**7. RULES FOR HOSTEL STUDENTS:**

All Residents of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:

- 7.1 Only Bonafede students of AMALTAS University, Dewas are eligible for admission to the hostels.
- 7.2 Students, who fail to remit the Hostel fee when they fall due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.
- 7.3 No posters or pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or College. Hostlers should avoid sticking bills and posters on the windows, doors and walls (except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.
- 7.4 Residents should switch off fans and lights before leaving their rooms.



- 7.5 The Residents are advised to close the taps after use in order to avoid wastage of water.
- 7.6 Dining services will be provided only in the mess and there will be no room service.
- 7.7 Whenever any hosteller falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicines.
- 7.8 While going out of hostel the students should enter their name in the register & sign the same by mentioning proper reason.
- 7.9 To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent/guardian duly signed by them, which will be duly entered in a register maintained in each block by the Warden.
- 7.10 All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be expelled from the hostel.
- 7.11 Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate/ promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/ Dean/Principal/Director of Faculties.

All students will be governed by the rules stated above and by those that will be framed from time to time during the academic year.

Failure on the part of the students to abide by the disciplinary rules will result in such punishment including expulsion from the University/College/Hostel as may be imposed by the AMALTAS UNIVERSITY, DEWAS/Head of the Institution.

The decision of the AMALTAS UNIVERSITY, DEWAS/Head of the Institution with regard to disciplinary cases shall be final and all the students shall abide by such decisions.



8. **POWERS OF COMPETENT AUTHORITY (REGISTRAR/DEAN/PRINCIPAL/ DIRECTOR AT THE INSTITUTE LEVEL):**

The Competent authority may impose any one or more of the following punishment/s on the student found guilty of misconduct, indiscipline, in proportion thereof:

- 8.1 Warning/reprimand
- 8.2 Fine
- 8.3 Cancellation/withheld scholarship/award/prize/medal.
- 8.4 Expulsion from the Hostel.
- 8.5 Expulsion from the University.
- 8.6 Cancellation of the result of the student concerned in the examination of the University.
- 8.7 Temporary annulment from the Hostel/ University.
- 8.8 Rustication from the University.

9. **PROCEDURE FOR INQUIRY:**

If the competent authority is satisfied that there is a prima facie case inflicting penalties, mentioned in clause No. 8, the authority shall make inquiry, in following manner:

- 9.1 Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- 9.2 Student charged shall be required within prescribed days of the notice to submit his/her written representation about such charge/s.
- 9.3 If the student fails to submit written representation within specified time limit, the inquiry may be held ex parte.
- 9.4 If the student charged desired to see the relevant documents, such of the documents, as are being taken into consideration for the purpose of proving the charge/s, may at the discretion of the inquiry authority, be shown to the student.
- 9.5 The student charged shall be required to produce documents, if any in support of his defense. The inquiry authority may admit relevant evidence/documents.
- 9.6 Inquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reason for such finding and submit the report along with proceedings to the competent Authority
- 9.7 The competent Authority on the basis of findings, shall pass such orders as it deems fit.

PROVIDED; procedure prescribed above need not be followed, when the student charged admits the charges in writing.

10. **APPEAL:**

If the punishment/fine/rustication is imposed on a student by Registrar/ Dean / Principal / Director, such student shall be entitled to prefer an appeal before the Vice- Chancellor within thirty (30) days of the receipt of the order.



**Ordinance No.11**  
**ORDINANCE PERTAINING TO RESIDENCE OF STUDENTS**

The University Premises has Hostel facility for students. The Conditions for providing residence facility are as under:-

**1. GENERAL:**

- 1.1 These rules may be called the rules for Hostels of the AMALTAS UNIVERSITY, DEWAS, (M.P.).
- 1.2 These rules shall be applicable to all the Hostels of the University.

**2. ADMISSION:**

- 2.1 Application for admission to hostel shall be made on the prescribed form to be obtained from office of the Dean, Student Welfare (DSW) on payment of fees as prescribed. The application form filled should reach hostel/DSW office before the prescribed date.
- 2.2 Incomplete or wrongly filled application forms shall not be considered.
- 2.3 Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
- 2.4 After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
- 2.5 Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
- 2.6 No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
- 2.7 The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/mission to the hostel to enable the hostel warden



- to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
- 2.8 No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.
- 2.9 Initially a Bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.
- 2.10 Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
- 2.11 Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- 2.12 Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
- 2.13 Students shall cooperate in keeping the Hostels and their surroundings clean by, not disposing of garbage and waste materials here and there but in dustbins at designated places.
- 2.14 Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
- 2.15 In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah / Watchman of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and not the girls directly after 7: 00 pm in case of emergency.

### **3. FEES, RENTS & OTHER CHARGES**

- 3.1 Hostellers shall pay a rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student



readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).

- 3.2 Every students admitted or readmitted to the hostel shall pay caution money refundable at the time on leaving the hostel on completion of the course/degree.
- 3.3 In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

#### **4. CANTEEN**

- 4.1 The facility of mess /canteen shall be provided by the University on payment basis, cooking is strictly prohibited in the hostel.
- 4.2 Every hosteller shall be required to pay mess charges in advance as notified by the Hostel Committee.

#### **5. HOSTEL ROOM AND ALLOTMENT**

The following priority is fixed for providing accommodation in the University Hostel.

- 5.1 Undergraduate boys/girls and whose parents are residing in, rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.
- 5.2 Physically Handicapped Students.
- 5.3 SCs / STs / OBCs Students.



- 5.4 Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
- 5.5 Local students (staying within 15 kilometers from the campus), research scholars shall not be allowed due to space limitation in the hostel.
- 5.6 All Hostel students residing in the hostel shall be required to submit an undertaking as per Performa approved by Dean Student welfare.

## **6. ATTENDANCE**

Attendance shall be taken in hostel every evening at prescribed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register.

## **7. HOSTEL MANAGEMENT COMMITTEES**

There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

### **(a) Hostel Management Committee**

The Committee shall comprise:

- i. Dean Student Welfare- - Chairman
- ii. Chief Warden and all Wardens – Member
- iii. One Student's representative from each Hostel – Member/Members
- iv. One Dean nominated by the Vice-Chancellor – Member

### **7.1.1 Hostel Disciplinary & Anti Ragging Committee**

There shall be a Hostellers Disciplinary & Anti Ragging Committee to deal with student's indiscipline, misconduct & ragging cases defined in the Hostel ordinance:

- i. Dean Student Welfare - Chairman
- ii. One Dean nominated by the Vice-Chancellor – Member
- iii. Warden of concerned hostel – Member



- iv. Chief Proctor - Member

#### 7.1.2 Hostel Committees

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following-

- i. Hostel Warden – Chairman
- ii. One hostel student representative from each Hostel– Member/Members.
- iii. One hostel Prefect and one-Associate Perfect for various functions like food, health and extracurricular activities. –Member/members.

### 8. MISCONDUCT & INDISCIPLINE INCLUDING RAGGING

- 8.1 Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
- 8.2 Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- 8.3 Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
- 8.4 No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- 8.5 Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- 8.6 Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
- 8.7 In exigencies all hostellers shall vacate their room at given order/time by the. Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the



locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.

8.8 Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.

8.9 No meeting shall be held in the hostel premises without the prior permission of the warden.

8.10 No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W /Registrar /V.C.

8.11 Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

8.12 No Incidence of ragging should to be there in the hostels. There will be Zero Tolerance for Ragging.

Note: For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

#### 9. **DISCIPLINARY ACTION**

9.1 Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.

9.2 The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.



- 9.3 Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel / university.
- 9.4 Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
- 9.5 Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
- 9.6 In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar and Vice-Chancellor in writing.
- 9.7 Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 10000/- and/or instant removal or expulsion or rustication from the hostel/university.
- 9.8 No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.
- 9.9 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors/Head of the Institutes. The decision of the Vice-Chancellor shall be final.
- 9.10 NOC from hostel warden is mandatory to be submitted for receiving any Certificates/Documents/Mark sheet/Result etc.



**ORDINANCE No. 12**  
**MEMORANDUM OF UNDERSTANDING (MOU) WITH NATIONAL/INTERNATIONAL**  
**PUBLIC/PRIVATE ORGANIZATIONS**

**1. PREAMBLE:**

With a view of sharing a common desire to explore, extend and strengthen the functional relationship between the Universities and National laboratories, Industrial houses, well established R & D set up(s) in order to share the facilities and expertise available with each of them, the educational Institutions may enter in to MoU on following broad understanding:

2. In general, there are three broad levels of cooperation with other Higher Education Institutions which may be supported and formalised through:

**2.1 Letters of Cooperation or Agreement:**

- 2.1.1 Letters of Cooperation or Letters of Agreement may be worked out between Schools/Faculties of the same University/Institution and those in other institutions. It may be defined as:

**"An agreement between two or more Departments/ Institutions /Industries/ parties on a specific area or narrow set of areas that do not constitute a legally binding document but instead can recognize that cooperating would be mutual benefit and would serve as an indication of continued interest in joint projects"**

- 2.1.2 These Letters of Cooperation should be agreed by the rules set within the Universities/ Departments/Organizations. Letters of Cooperation are often signed in advance of an M.O.U. as a means of agreement on general cooperation.

**2.2 Memorandum of Understanding:**

- 2.2.1 A Memorandum of Understanding (MOU) is an overall facilitating document linking the University/or any Educational organization or one of its designated units with another institution(s)/Industries.

- 2.2.2 An MOU is between the University and the other body on behalf of a School, Faculty or Centre. Recognizing that MOUs are intended to facilitate future cooperation, it is important to address potential obstacles at the time the MOU is being developed. A "Memorandum of Understanding" or MOU can be defined as:

**"A legal document describing an agreement between parties----- it expresses a convergence of will between the parties, indicating an intended common line of action, but which can have a direct effect on the University including that of a legal commitment. It is more formal alternative to other mechanisms such as "Letter of consent" or "Letter of Cooperation"**

- 2.2.3 An MoU may be signed between the collaborating Universities/institutions/



organisations for a period as may be agreed to, spelling out the modalities of the collaboration/association on the types of activities.

#### 2.2.4 Due Diligence for an MOU:

2.2.4.1 Due Diligence is the process by which the organisation that the University/Organization is proposing to work with is deemed to be a valid, suitable and timely partner. Where an organisation approaches the University/Educational organization with the intention of presenting joint programmes, a faculty member designated by the University will take responsibility for liaising with the institution, and will act as the 'proposer' for the partner, and must supply information with any MOU proposal:

2.2.4.2 The following issues should be covered clearly in the MOU process

- Highlight the institutional background of the partner(s) e.g. date established, location of main branch (and other branches, if relevant), profit or non-profit, public or private, accreditation body, disciplines, level of qualifications offered, ranking (if appropriate), other partners (if known), recognition by a professional or statutory accrediting agency.
- Identify the type of linkage being proposed, objectives, resource implications, and fit with the University/Educational Organization's strategic objectives.
- Outline the synergy between the proposed agreement and the Faculty/School/Centre/Unit's mandate and direction.

### 2.3 Strategic Alliances:

A University may enter into a strategic alliances with National and international partner Organizations.

2.3.1 The most in-depth agreement with another Higher Education Institution is the 'Strategic Alliance'. Strategic alliances can be defined as:

**"A mutually beneficial long-term formal relationship formed between two or more parties to pursue a set of agreed upon goals or to meet a critical organizational need while remaining independent organizations. It is a synergistic arrangement whereby two or more organizations agree to cooperate in the carrying out of a business activity where each brings different strengths and capabilities to the arrangement"**:

2.3.2 Strategic alliances are the highest value relationships a University/Educational Organization can have with other institutions. They usually involve agreed developments in a number of areas. Strategic alliance partners must have a 'strategic fit' with the university. Having commitment and buy-in from the senior management of the partner institution is also vital.

2.3.3 International partnerships are solely based around a broad strategic fit with university strategy in potentially the following areas:

2.3.3.1 Research collaboration & pursuing funding opportunities.

2.3.3.2 Academic collaboration in Learning Innovation

2.3.3.3 Targeting of students in graduation, post-graduation or postdoctoral recruitment.

2.3.3.4 Joint ventures such as Public-Private partnerships.

2.3.3.5 Other elements such as student, staff swaps, guest speakers, networking.

### 2.4 Letters of Cooperation or Agreement

2.5 Adoption of Government facilities/ small government institutes – with the consent of Government with intention of providing better educational and health care facilities.

3. Any understanding / collaboration with International Organisation should meet the criteria laid down by University Grants Commission, New Delhi from time to time.



**Ordinance No.13**  
**ORDINANCE PERTAINING TO ACADEMIC CALENDAR OF UNIVERSITY**

**1. SHORT TITLE AND COMMENCEMENT :**

1.1 This Ordinance may be called Regarding Academic Calendar of the University:

1.2 This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

**2. DEFINITIONS:**

In this statute, unless the context otherwise requires;

2.1 "Act" means the Madhya Pradesh Act no 17 of 2007.

2.2 "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;

2.3 "State Government" means the Government of Madhya Pradesh;

3. The Academic calendar shall be prepared for next academic year before the expiry of the current academic year, encompassing all the essential events and activities related to the university.
4. The academic calendar shall be clearly specified the dates on which 1<sup>st</sup> term (session) begins and ends and includes beginning dates of the next term (session).
5. The summer vacation shall be for 30 days. The dates beginning and end of summer vacation shall be clearly specified in the academic calendar.
6. The winter vacation shall be for 10 days. The dates of beginning and end of winter vacation shall be clearly specified.
7. Gazetted and optional holidays should be included in the event calendar.
8. The teaching staff members in all the constituted institutes of AMALTAS UNIVERSITY, DEWAS, shall have holidays and vacation only as per the academic calendar.
9. The teaching staff members of the institutes constituted to the university, who are required to work on winter and summer vacation should be compensated by crediting these working days to their earned leave account and should be compensated accordingly as per state government / AMALTAS UNIVERSITY, DEWAS rules.
10. Considering the winter and summer vacation and all holidays, the academic year shall have minimum 240 teaching days in a academic year.
11. The Deans/ Principals should inform the University about the number of actual teaching days during the academic year in their college/institute and they should ensure that actual teaching days are optimally used for academic purposes.
12. Non-teaching staff's working in teaching department are entitled to avail holidays like non-teaching government servant, but they will be available for departmental work as directed by the head of department. Such non-teaching employee shall be given compensatory Holiday. Compensatory holidays should not be accumulate for more than 3 days and should not be allowed to be carried forward to the next calendar year. Compensatory Holidays can be prefixed or suffixed or both to leave due and /or holidays.
13. The Vice Chancellor/University Authority can pass regulation and notification from time to time making changes in the leave structure or otherwise in favour of maintaining the academic calendar and the academic interest of the students.



**Ordinance No.14**  
**UNIFIED ORDINANCE FOR SEMESTER SYSTEM OF EXAMINATION FOR**  
**POST GRADUATE COURSES**

AMALTAS UNIVERSITY, DEWAS is committed to contribute to nation building by producing future Post Graduates who will lead India's quest to be a world superpower. With a Mission to develop the two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of 1<sup>st</sup> and 2<sup>nd</sup> Semester and second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester. The ordinance shall be applicable to all the post graduate courses taught in constituent colleges located within the jurisdiction of the AMALTAS UNIVERSITY, DEWAS.

The Courses (M.A., M.Sc., M.Com. and M.H.Sc. etc.) of study shall be governed by the provisions of these ordinances.

**1. AIMS:**

To produce, competent post graduates, who will be full of self-confidence, have administrative, scientific and social skills, have high concern for the environment and adhere to universal ethical and moral values.

**2. OBJECTIVES:**

- 2.1 To impart education for creating competent professionals.
- 2.2 To promote a yearning for creativity, entrepreneurship and research.
- 2.3 To establish synergistic relationships with the industry and society.

**3. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Master degree.

**4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. ELIGIBILITY CRITERIA FOR ADMISSION:**

Every candidate seeks admission to these courses must have passed graduation course with the relevant subjects as one of the major subject with a minimum of second division from any recognized university or an equivalent body duly recognized by the Association of Indian Universities (AIU). The eligibility criteria for admission to the subject will be decided by the concerning Board of Studies of the subject.

For admission to these courses the admission rules will be framed by the University



For admission to these courses the admission rules will be framed by the University as per guidelines of state government.

The admissions in these courses are made in the month June / July of every year in first semester only. However, admissions in other subsequent semesters may be given on the grounds of transfer of student's parents / guardians or specific reason thereof.

The last date for admission will be as notified by the University.

**Reservation:** As per guideline of M.P. State Government / Statutory body / University.

**Mode of Selection:** The mode of selection shall be on the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body / University.

**6. DURATION OF PROGRAM:**

The two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of 1<sup>st</sup> and 2<sup>nd</sup> Semester and second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester.

A candidate has to complete the entire course of Post-graduate of degree with in a maximum period of 4 years (Four year) from session of first admission or as per University Policy.

Provided that If Student shall not be completed his degree within stipulated time, the Vice Chancellor can give one year additional time to complete the course, with the approval of concerning head of the institute.

**MEDIUM OF INSTRUCTION:**

English/Hindi shall be medium of instruction and examination.

**7. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination. However, relaxation of 10% condonation of deficiency can be allowed by the Vice Chancellor on the recommendation of the Principal / Director / Head of Department, as the case may be or as per University Policy.

**8. EXAMINATIONS:**

8.1 The Post-graduate courses in semester system shall consists of :

- 8.1.1 Such courses (Theory Papers) as prescribed by the University Board of Studies of different subjects.
- 8.1.2 Such job internship / lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects.
- 8.1.3 Such scheme of examination as prescribed by the University Board of Studies of different subjects.

8.2 No candidate shall be allowed to take the Semester Examination unless one has :

- 8.2.1 Attended at least 75% of lectures and practical delivered in a particular semester. However, relaxation of 10% condonation of deficiency can be



- allowed by the Vice-Chancellor on the recommendation of the Principal / Director / Head of the dept.as the case may be.
- 8.2.2 Paid all the dues including university course and examination fees before the last date of submission examination forms.
- 8.3 Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Board of Studies of concern subjects from time to time.
- 8.3.1 30 percent marks of each theory paper and practical separately shall be assigned for internal assessment / CCE. There shall be two or three separate internal tests at the constituent College in each paper / practical of equal marks in each semester.
- 8.3.2 70 percent marks shall be assigned for each theory paper and practical of the University main semester examination.
- 8.3.3 For passing the examination, the candidate shall be required to secure separately at least 36% marks in each theory paper and practical university examination and 30% in CCE / Internal Assessment test conducted by the colleges / School of Studies
- 8.3.4 Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June.
- 8.4 There shall be no supplementary or second examination.
- 8.5 If a candidate fails in two papers in any one semester examination but clears all the remaining papers of that examination, candidate will be allowed to keep the term (ATKT) to pass the aforesaid paper and promoted to the next semester. Student will be allowed to pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examination of the same semester, will not be allowed to appear in subsequent semester examination, however, students may be allowed in all the papers as an ex-student in the next examination of the same semester.
- Provided further, that if a candidate fails in more than two papers in any semester examination, student will not be allowed to appear in subsequent semester examination. However, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. In no case the candidate shall be given more than two ATKT, other than main examination, to pass a semester.
- Provided further that the candidate will be permitted to appear in fourth semester only when students clears all the subjects / papers and practical up of 3rd Semester. No Division shall be awarded up to 3rd Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 4th semester.
- Provided further that if a candidate fails in 4<sup>th</sup> Semester, an examination will be made to this and she / he be permitted to take one repeat attempt examination in



paper along with the regular examination of that paper conducted by the university in an immediately subsequent semester beyond the stipulated time limit of three years.

Provided that If Student shall be not completed his degree within stipulated time, the Vice Chancellor can give one year additional time to complete the course, with the approval of concerning head of the institute.

Mark-sheet for each semester will be issued separately up to 3rd semester with the result Pass / ATKT. Once the candidate clears all the subjects of 4th semester, composite mark-sheet will be issued in the 4th semester with the mention of Division also.

If the candidate fails in the project viva-voce examination she / he will not be required to submit the project report again, but she / he will have to pass the viva-voce examination in next examination of same semester.

- 8.6 Rules for ATKT system as amended by University from time to time shall be made applicable in the University, however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper with regular semester examination.

- 8.7 If a candidate fails or remain absent in practical / CCE / Project of any subject or subjects will be treated as ATKT in that subjects.

**9. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the examination or as per University Policy.

**10. AWARD OF DIVISION:**

The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practical both) and project work (if any) taken together at the end of sixth / final semester of examination.

60% or above	-	First Division
45% but less than 60%	-	Second Division
36% but less than 45%	-	Third

**11. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 11.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 11.2 Failing to complete the program within six years of commencement of the program.
- 11.3 Involvement in gross indiscipline in the Institute / University.
- 11.4 He / She is found to have produced false/ forged documents or found to have used unfair means to secure admission.
12. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the same university. Notwithstanding anything contained in foregoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
13. In case of any dispute / ambiguity in semester system of examination / course the Vice Chancellor decision shall be final.
14. **GENERAL:** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No.15**  
**ORDINANCE PERTAINING TO DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

**1. SHORT TITLE AND COMMENCEMENT:**

These Ordinances shall be called "THE REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) OF AMALTAS UNIVERSITY, DEWAS.

These Ordinances shall come into force with effect from the date of notification with objective of producing skilled/Independent researchers capable of rendering original contribution of knowledge and evaluation of new learning.

- 1.1 AMALTAS UNIVERSITY, DEWAS shall offer the degree of Doctor of Philosophy (Ph.D.) on regular basis twice a year, in all the subject of the faculties as specified by suitable Notification by the University Doctoral Committee.
- 1.2 The Ph.D. Degree awarded by the University shall be by research and not by papers. It shall be awarded by Thesis followed by open defense through Viva Voce.
- 1.3 The Ph.D. degree awarded by University shall incorporate any amendments made from time to time by statutory apex councils NMC/DCI/INC/UGC or any other.

**2. DEFINITIONS:**

In the Ordinance, unless the context requires otherwise, following meanings shall apply.

- 2.1 University means AMALTAS UNIVERSITY, DEWAS.
- 2.2 University Doctoral Committee means a committee constituted by the University to coordinate all Doctoral Programs.
- 2.3 College Doctoral committee means a committee constituted by University to Coordinate all Doctoral programs at college level.
- 2.4 Program means Doctoral Program leading to the award of Ph.D Degree
- 2.5 Course work means curriculum prescribed for the scholar to undergo as a part of the Ph.D. program.



**Abbreviations:**

UDC	-	University Doctoral Committee.
CDC	-	College Doctoral Committee.
COE	-	Council of Examination.

**3. ELIGIBILITY FOR ADMISSION TO Ph.D. DEGREE:**

3.1 A candidate for the degree of Doctor of Philosophy must, at the time of application, hold a Master's degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree of the University, a deemed University or other University incorporated by any law for the time being in force and recognized by the University or equivalent by AMALTAS UNIVERSITY, DEWAS. For Candidates belonging to the Faculty of Medicine, Dentistry, Nursing, Speech and Hearing and All other eligibility of the candidate will be decided as per Statutory Body Norms.

3.2 A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his/her Master's Degree.  
Provided that, research work leads to Ph.D. Degree may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties. In such cases, candidates may be permitted to work under one or two co-supervisors along with the supervisor.

3.3 In-Service Candidates/Qualified & Eligible Teacher: The cadre of equivalent or above assistant professor having eligibility qualification as per clause (3.1), having 05 years continuous teaching experience in the concerned subject shall be treated as qualified and eligible candidate.

Provided that Candidate having Post PG diploma and DNB shall be considered eligible to pursue Ph.D. course as in-service candidate, if such candidate has published minimum two papers in indexed journals and who have put atleast 8 years



regular confirmed service at University recognized place for Research for Ph.D. They shall be exempted from the Entrance Test conducted to qualify for registration to Ph.D. Course. The separate list of Qualified and Eligible "Teacher" candidates for the purpose of registration for Ph.D. Course shall be prepared by the College Doctoral Committee nominated by Vice-chancellor for said purpose by considering the age of the applicant, research activities, approved experience, number of publications, etc. Qualified and Eligible "Teacher" candidates working additionally for the university shall be given preference. The list prepared by the CDC shall be submitted to the UDC and Vice-Chancellor for approval and appropriate decision. The decision of the Vice-Chancellor and Current UGC Regulation of Ph.D. on it shall be final and binding. The final approved list shall be published on the University website for information of all concerned.

**3.4 International Candidates:** International Students including (foreign nationals & NRIs) are eligible to apply for Ph.D. program provided they possess equivalent eligibility requirements as mentioned in regulation 3.1 and 3.2

**3.5** For those International Students (who have not obtained the PG Degree from any UGC recognized University, for whom the equivalency of degree as per respective council shall be necessary but whose equivalent degree is recognised by appropriate authority in India) shall be allowed to appear for entrance test only after confirmation of application by UDC with subject experts. They will take into account the credential and research publications of the applicant in this section.

#### **4. DURATION OF RESEARCH WORK:**

**4.1 Minimum Time Period:** The minimum duration of Ph.D. degree course for candidate who possesses Post Graduate qualification is three years.

**4.2 Maximum Duration:** In case the candidate is not able to complete his/her research work within a maximum period of six years, on the written request of the candidate through their Research Guide, prior to Six months of expiry of date of registration,



the UDC may grant extension for time not more than further two years. In such case, the candidate shall be required to pay the tuition and all appropriate fees again.

**4.3 Re-Registration:** After expiry of this grace period of two years the registration of candidate shall automatically be cancelled. However, thereafter such candidate may register again as a fresh candidate after following due procedure of admission as prescribed above.

## 5. REGISTRATION SESSION:

5.1 There shall be two sessions in each year for provisional registration of candidates for the Degree of Ph.D. (1st April & 1st October). As per availability of vacant seats.

5.2 The tentative schedule of Ph.D. Entrance Examination and Provisional Registration for Ph.D. Program is as follows:-

		For April Session	For October Session
i.	Release of Advertisement	December / January	July / August
ii.	Entrance Examination	January / February	August / September
iii.	Publication of Results	January / February	August / September
iv.	Counseling	March	September
v.	Last date for applying for Provisional Registration for Ph.D. program	March	September
vi.	Date of Provisional Registration	1st April	1st October



**6. AVAILABILITY OF SEATS:**

Ph.D. Course Seats Distribution: 33% seats from the total available seats for that particular Academic Year shall be kept reserved for the qualified and eligible approved in-service teacher candidates and remaining seats shall be available for other candidates, who have passed the Entrance Test. In case there are no eligible candidates after the Entrance test and the seats remain vacant, the seats will be reverted to in-service candidates. Similarly, if In-Service Candidates seats remain vacant, they can be available for other candidates.

**7. PROCEDURE FOR ADMISSION TO Ph.D. PROGRAM:**

7.1 Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF / UGC-CSIR-NET with JRF / teacher/ fellowship holder or any other Government / Foreign research fellowship holder or In service candidate of the AMALTAS UNIVERSITY, DEWAS.

7.2 Entrance Test: University may conduct twice a year Entrance Examination as per requirement for purpose of admission. The syllabus, format, marks and other details of the Entrance Test shall be recommended by the UDC and accepted by the Vice-Chancellor.

7.3 Notifications of Ph.D. Course: The University may publish a Notification twice as per availability of vacant seats in an Academic Year, as mentioned for admission to Ph.D. course under all faculties and call applications from eligible and desirous candidates. Such Notification shall contain:

7.3.1 The number of seats available for registration (faculty wise, college wise & subject wise distribution of seats, along with list of available recognized guides for the particular Academic Year).

7.3.2 General rules regarding application form and admission procedure. The number of available subject wise seats for Ph.D. course shown in the notification shall be in accordance to UDC. The notification shall be published on the University website. The rules regarding reservation as specified by the State Government from time to time shall be applicable for this admission



process. Before announcing the available number of Ph.D. seats for an Academic Year, the University shall collect data from all the Heads of the College(s) for determining the exact number of available Ph.D. seats and Ph.D. Guides in each subject.

The Head of the College after obtaining consent from the respective Ph.D. guide shall inform the University, the exact number of Ph.D. candidates to be allotted for each guide. The distribution of seat shall be notified on the basis of this information.

7.4 In response to the advertisement or notification of the university, the candidate desirous of seeking admission to Ph.D. programme shall be required to submit application on prescribed form (Annexure-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.

7.5 Candidates shall be admitted through the Entrance Test, which shall be conducted for each subject separately at the University Teaching Departments or other venues as decided by the University.

Provided that, the Colleges/Department/Institute/U.T.D. which are approved research centers, shall be allowed to conduct the Entrance Test for the subjects not available in the University Teaching Departments.

Provided further that, the Vice Chancellor may assign to the allied or to any University Teaching Department to conduct the Entrance Test for the subjects available only in the colleges.

7.6 The Vice Chancellor shall constitute a departmental College Doctoral Committee(CDC) to conduct the Entrance Test comprising of the following members:

- Dean of the concerned faculty – Chairperson
- Chairperson, Board of studies – Member
- Head of the Department/ Principal/Dean – Member & Co-ordinator
- One subject Supervisor to be nominated by the Vice Chancellor – Member
- Ethical Committee Chairperson of the College –Member



If the Dean of the faculty is not available, the Vice Chancellor shall appoint any other Dean or a Senior Professor of the University to chair the CDC.

Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant field(s) from the same university / other university to form the quorum. University may also conduct the Entrance Test in different subjects through a committee constituted by the Vice Chancellor.

7.7 The functions of the CDC shall be as follows:

- To scrutinize the applications.
- To arrange the Entrance Test.
- To conduct the interview.
- To submit the final list of candidates.
- Any related work assigned by the Vice-Chancellor.

#### 8. **ENTRANCE TEST:-**

8.1 The duration of the Examination will be 3 (three) hours.

8.2 The Entrance Examination will be conducted in ENGLISH only. The question booklet will consist of 100 multiple choice questions (single best response).

8.3 The written test will have two sections,

	Particulars	No. of MCQ's	Marks	Duration
Section A	Research Methodology (common to all disciplines)	50	1 mark each	90 min
Section B	Discipline specific	50	1 mark each	90 min

Both section (A & B) will be considered for evaluation.

8.4 The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners



recommended by the Board of Studies of the concerned subject and approved by the Vice Chancellor.

The candidates must score minimum 50% marks (45% for SC / ST / OBC) in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the CDC on the basis of the result of the Entrance Test and the same shall be submitted to the COE to notify.

**8.5 Interview:** The successful candidates of the Entrance Test shall have to appear in the interview. The interview shall be conducted by the CDC.

The candidates are expected to bring the No Objection Letter from the proposed Supervisor and Co-supervisor (if applicable) duly forwarded from the Head of the research centre(s).

The candidates are required to discuss their research interest / area through a presentation before a duly constituted CDC. The interview/viva-voce shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research
- the research work can be suitably undertaken at the research centre;
- the proposed area of research can contribute to new/additional knowledge.

The evaluation in interview will be based on 100 marks to be allocated in the following criteria, each of 25 marks:

- Research plan.
- Research potential/ aptitude.
- Communication skills.
- Subject knowledge in the respective area of research.

The CDC shall decide the cut-off marks in interview for admission for Ph.D.

The Chairperson, CDC, will allocate the marks in each of above criterion after consensus. In case of disagreement among the members the average of the marks given by individual member will be the final marks in the criterion. Merit list will be



prepared on the basis of the marks obtained out of 100 marks in the interview and the decided cut-off marks.

The CDC shall finalize the list of the candidates to be admitted to the Ph.D. programme in the concerned subject as per the merit and availability of seats. It shall also allot the Research centre, Supervisor, Co-Supervisor (if any), and approve the tentative area of the proposed research work. The final list shall be submitted to the COE. After the approval of the Vice Chancellor, the list shall be notified.

**Note:** (i) While granting admission to Ph.D. programme, the CDC will pay due attention to the State Reservation Policy/University Reservation Policy.

(ii) The CDC should also see that only the predetermined number of students shall be admitted to Ph.D. programme.

#### **9. ALLOCATION OF SUPERVISOR/CO-SUPERVISOR:**

9.1 The allocation of the supervisor for a selected student shall finally be decided by the CDC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.

9.2 In case Supervisor is not working at the research centre a Co-supervisor may be allotted from the research centre to guide and monitor the research scholar at the centre. In case Supervisor / Co-supervisor belongs to the Research Laboratory recognized by the University as research centre through MoU then respectively Co-supervisor/ Supervisor will be allotted from the UTD with which Research Laboratory has the MoU.

9.3 In case of topics which are of inter-disciplinary nature where the CDC feels that the expertise in the research centre has to be supplemented from outside, the CDC may appoint a Research Supervisor from the research centre, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Research centre/ Faculty



/ College/ University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

#### **10. COURSE WORK:**

10.1 The candidates selected for Ph.D. programme are required to apply for the Ph.D. registration on prescribed proforma downloadable from the university website (Annexure-II). The duly filled registration form along with the necessary documents and certificates shall be forwarded by the research centre after verifying the payments of the following fees:

- Registration fee
- Ph.D. Course work fee
- Research Centre fee for six months
- Research Centre Caution Money (payable once only and refundable)
- University Library fee for six months
- University Library caution money (payable once only and refundable)
- Research Laboratory fee for six months (where laboratory work is involved)
- Identify card fee
- Any other fee as decided by the university

Duly forwarded Ph.D. registration form should be submitted to the University and a photocopy of the same form and documents should be submitted to the Research Centre.

All candidates admitted to the Ph.D. programme and submitted the Ph.D. registration form shall be required to complete the course work of 16 credits as prescribed by the University/ Research Centre during initial one or two semesters. The course work shall be treated as prerequisite for Ph.D. preparation. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The examination and evaluation scheme for Ph.D. course work shall be as per the examination and evaluation scheme of the University applicable to the other



programmes of the UTDs.

The Ph.D. course work shall contain the following courses:

- |  |           |
|--|-----------|
| ➤ Research Methodology                               | 4 credits |
| ➤ Review of Published Research in the relevant field | 3 credits |
| ➤ Computer Applications                              | 3 credits |
| ➤ Advance course in the relevant subject             | 3 credits |
| ➤ Comprehensive Viva-Voce                            | 3 credits |

The course on Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. The course on Review of Published Research in the relevant field will be undertaken under the supervisor or the regular teacher of the centre of course work and the candidate has to consult the library or other resources to carry out the literature review. At the end of the semester the candidate has to submit a brief report on the literature review for evaluation, which will be done by the two examiners. The course on computer applications will include the computer applications helpful in the relevant subject. The advanced course in the relevant field shall comprise the topics related to the subject of research. The syllabus of the courses on research methodology, computer applications, and advanced course shall be decided by the concerned Board of Studies.

The final grades shall be submitted to the University. The University shall issue the certificate of the Ph.D. course work in the prescribed format (Annexure-III).

- 10.2 The course work shall be conducted in the University Teaching Departments/ Research centers as approved by the Vice chancellor.
- 10.3 If found necessary, course work may be carried out in another UTD/ Institute within the University for which due credit will be given.
- 10.4 If a student obtains For upgrade in a course/ subject, he /she will be treated to have failed in the original course in which he/she took admission. He / she have to reappear in the examinations of the course as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may



be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the Ph.D. programme. No student shall be allowed to repeat the course to improve the grade if he/ she pass the course.

- 10.5 The candidate has to obtain a minimum of 55% of marks or its equivalent grade points in aggregate in the course work in order to be eligible to continue in the Ph.D. programme.

#### **11. REGISTRATION OF THE STUDENT:**

- 11.1 After successful completion of the Ph.D. course work the students shall submit the copy of the certificate of the course work and synopsis of the proposed research work in the prescribed Proforma (Annexure-IV) to the University within two months from the date of declaration of result of the Ph.D. course work.

- 11.2 The University shall conduct the meeting of the University Doctoral Committee (UDC) consisting of the following members:

- Vice Chancellor or his nominee -Chairperson
- Dean of the Faculty -Member
- Head/Dean/Principal of the University Teaching Department/School of Studies in the subject -Member
- Chairperson, Board of Studies in the Subject. -Member
- One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 5 experts given by the Chairman of the Board of Studies concerned. The term of panel shall be coterminous with the Chairman Board of Studies.

External expert and two other members shall form the quorum.



- 11.3 The candidate shall make an oral presentation of his/ her proposed research work before UDC.

**Note:** - On the request of the supervisor, Vice Chancellor may permit him / her to be present as an observer during the oral presentation of his/ her candidate.

- 11.4 The UDC shall recommend the topic of research and the date of registration of the candidate for the Ph.D. degree. On approval by the UDC, the candidate shall be registered and enrolled as a Ph.D. student from the date on which candidate deposited the registration fee or as decided by UDC whichever is later. Candidate will also be required to pay regular tuition, library, IT centre and laboratory fees (six monthly) during his research tenure.

- 11.5 Provided that, if the UDC approves the topic and suggests a minor change, then the candidate shall be allowed to submit a revised synopsis through the Chairperson, B.O.S. and Dean of the faculty.

- 11.6 If the UDC does not approve/recommend a candidate for registration to Ph.D. Candidate shall be allowed to make an oral presentation again in the next UDC. In such cases, date of registration shall be as per the recommendation of UDC. Provided that, if candidate fails to be present or satisfy the UDC for the second time, his / her case will be rejected / cancelled. In such case, the caution money deposited by the candidate shall be refunded.

- 11.7 A candidate shall pursue his/her research at the allotted research centre.

- 11.8 In case of any dispute in the UDC regarding allied subjects of interdisciplinary nature, the case should be referred to the Academic council. The Vice Chancellor may constitute a committee in this regard and the report of the committee should be placed before the Academic council/standing committee for decision.

- 11.9 The meeting of the UDC shall be held in the University Office twice a year preferably in a gap of six months. The committee shall recommend the eligibility of the person for the appointment as Supervisor/ Co-supervisor and prepare a list accordingly. This list shall be available with the Registrar.

Provided that, a candidate permitted to work in a research establishment recognized



by the university shall be required to take one Supervisor/ Co-Supervisor from the institution/ research establishment where the candidate is actually working  
Also provided that, a candidate may be permitted to carry out his practical work in a Research Institution/Research Laboratory/Laboratory of a University for the purpose, under the supervision of a Scientist/ Teacher of the Institution who may or may not be the Co-supervisor of the candidate.

#### **12. APPLICATION FOR RESEARCH GUIDE/RESEARCH CO-GUIDE:**

- 12.1 A full time faculty/scientist desiring to be recognized as a Research Guide, shall apply in the prescribed application form (Annexure-V).
- 12.2 Nomination of Co-Guide shall be mandatory in case of research work In Inter Disciplinary Research. In such cases, the Guide shall be from the discipline of research & Co Guide shall be from the other relevant discipline.
- 12.3 If a teacher working in a department different from their specialization wishes to guide a candidate in the subject in which the Guide holds the eligibility degree, they may be appointed as the Guide/co-Guide of the candidate. However, the candidate shall be admitted only in the main department corresponding to the subject of research of the candidate in the accordance with the normal procedures. This appointment will be done only after approval of UGC.
- 12.4 Guide/Co-Guide is unable to continue, the UDC may nominate replacements.
- 12.5 Scholars, pursuing Ph.D. Program themselves, shall not be nominated as Guide/Co-Guide.
- 12.6 Guide/Co-Guide shall not undertake to offer guidance for Ph.D. work to any of his/her first degree relative.

#### **13. THE ELIGIBILITY CRITERIA TO BE RECOGNIZED AS RESEARCH GUIDE/ CO-GUIDE:**

- 13.1 A regular Professor of the University/College or Professor equivalent Scientist of the Research Establishment/Laboratory with at least five research publications in refereed journals and a regular Associate Professor (Reader) or equivalent Scientist



/Assistant Professor (Lecturer) or equivalent Scientist of the university/college/ Research establishment with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/ Co-supervisor.

- 13.2 Only a full time regular teacher of the concerned University/ College or scientist of the research establishment recognized as research centre can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the RDC.
- 13.3 A Research Supervisor who is a Professor or equivalent Scientist, at any given point of time, can guide upto a maximum of Eight (8) Ph.D. scholars. An Associate Professor or equivalent Scientist as Research Supervisor can guide upto a maximum of six (6) Ph.D. scholars and an Assistant Professor or equivalent Scientist as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 13.4 Maximum number of Ph.D. students can work under a Co-Supervisor will be same as under Supervisor mentioned above in column (iii). However, the Vice-Chancellor may increase the number of Ph.D. students under a Co-Supervisor under very special circumstances.
- 13.5 A guide for Ph.D. degree shall not have less than 8 years approved teaching and/or research experience after his/her PG qualification and out of which, 3 years recognized teaching experience in the concerned subject and also shall have published at least 5 papers in the Indexed Journals(s).

OR

- 13.6 Highly deserving candidates working in research institutes in a "Scientist-C grade" category and having at least total 10 years research experience and also possesses minimum 5 publications in Indexed Journals and/or 3 patents to his/her credit in any area of Health Sciences/ Biological Sciences/ Life Sciences may be recommended by the UDC to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.



- 13.7 Highly Deserving candidates with 3 years research experience after Ph.D. degree with 5 publications in the Indexed Journals/ 3 patents to his/her credit in any area of Health Sciences/Biological Sciences/ Life Sciences may be recommended by the UDC to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.
- 13.8 A recognized PG teacher with 3 years of Post Graduate teaching experience shall be eligible to become as a Co-Guide for Ph.D. on request of the student duly forwarded with consent of his/her Guide through the Head of the College/Institute. The Vice-Chancellor shall consider and take final decision regarding allotment of Co-guide for the work of Ph.D. considering the necessity of its requirement.
- 13.9 Provided that the persons belonging to the following faculties of Medicine, Dentistry, Allopathy, Ayurved, Nursing, Homeopathy and others, eligibility of Supervisors/ Co-Supervisors will be decided as per Statutory body norms.
- 13.10 A recognized Supervisor/ Co-supervisor who fails to publish any research paper over duration of five years shall not be eligible to enroll any new candidate under his / her Supervision
- 13.11 A regular teacher/ scientist/ scholar who wants to get himself / herself recognized as a Supervisor/Co-Supervisor shall apply in the prescribed format duly forwarded by the relevant Head/Principal/Director.
- Provided that, the regular teacher who has been recognized as Supervisor/Co-supervisor under the repealed ordinance shall continue to be recognized as Supervisor /Co-Supervisor.
- Provided further that, a person who is currently registered for Ph.D. degree in any University shall not be eligible to act as Supervisor/ Co-supervisor or member of any committee mentioned in this Ordinance.
- 13.12 Number of Candidates per Guide.
- A Guide shall not undertake to offer guidance for Ph.D. work for more than Eight candidates (including part-time scholars) at a time. However for reckoning the



number of candidates under a Guide, the number of candidates for whom they are acting as a co-guide shall not be taken into account.

- A Co-Guide shall guide not more than four Scholars at any time.
- List of recognized researchers of AMALTAS UNIVERSITY, DEWAS under each faculty, their area of research interest and number of research scholars registered under them will be available at the university website. This will be updated from time to time.

13.13 Maximum age of Ph.D. Guide/Supervisor — For all faculties of Health Sciences, the recognized Ph.D. research Guide shall be permitted to work as a Guide up to the attainment of age of 70 years. Before two years of maximum permissible age limit (i.e. after attaining the age of 68 years), fresh registration under such guide shall not be permitted.

#### **14. ELIGIBILITY FOR INSTITUTE RECOGNITION & GRANT OF RECOGNITION AS RESEARCH CENTER (PLACE OF RESEARCH FOR Ph.D. PROGRAM):**

- 14.1 Every candidate who has registered for the Degree of Doctor of Philosophy (Ph.D.) shall pursue research under the supervision of a Research Guide in any one of the Post Graduate Departments of AMALTAS UNIVERSITY, DEWAS as recognized by the UDC.
- 14.2 For in-service Candidates the concerned Institution shall issue a No Objection Certificate stating that the candidate is permitted to pursue research leading to Ph.D. degree from AMALTAS UNIVERSITY, DEWAS on a part time basis while continuing in employment.

#### **15. UNIVERSITY DOCTORAL COMMITTEE:**

- 15.1 Any change in the membership of the University Doctoral Committee (Clause 7.1) shall be effective only on approval by the Vice-Chancellor.
- 15.2 The UDC shall be functional till the end of public viva-voce examination for monitoring and advising scholars for whose thesis examiners have recommended



modifications, corrections, etc., to be incorporated in the thesis before the public viva-voce examination to defend thesis.

- 15.3 Functions of University Doctoral Committee: The UDC shall monitor the research work of the candidate. The UDC shall meet at least bi-annually (period from April to September & period from October to March). The minutes of the UDC meeting should be appended along with the six-month progress report.
- 15.4 The meetings of the UDC will be held only at the AMALTAS UNIVERSITY, DEWAS campus. Under unavoidable circumstances if one member of the UDC (Co-Supervisor or UDC member) is unable to attend a scheduled meeting in person, then he/she can participate via teleconference. This should be intimated to Vice-Chancellor in advance. The minutes of the UDC will be circulated and signatures obtained from members of the UDC.
- 15.5 At each UDC meeting, the members should
- Review, attendance and progress based on records submitted by PhD candidate and presentation made by the candidate.
  - Approve the six month progress report submitted as per schedule by PhD candidates.
  - Discuss matters relating to the candidates research study including timelines, publications or presentations, conferences, finalizing protocols etc.
  - Identify proposed dates of UDC meeting and agenda/plan of action for next 6-12 months.
- 15.6 The UDC should within the first 6 months from date of provisional registration (in addition to items included above:
- Specify protocols/mechanism for monitoring of Pre-Ph.D. Orientation course in the college where candidate is registered.
  - Specify pattern of examination to be conducted after Pre-PhD orientation course.
  - Review the research proposal of the Ph.D. candidate (clause-18) (synopsis submission review) UDC should before the submission of synopsis approve the



presentation made by the candidate and after that review, certify that recommendations made by the committee have been addressed.

- Guide the candidate for submission of proposal to Institutional Ethics Committee.

15.7 The UDC should in the first 12 months from date of provisional registration:

- Approve/ finalize the research proposal and working title of the proposed thesis.
- Review the approval letter of Institutional Ethics Committee of proposed synopsis from the college where candidate is registered.

15.8 The UDC should approve the presentation for Pre Ph.D. thesis submission Program Review to be made by the candidate (clause 18) and after the review certify that recommendations made by the committee have been addressed.

#### **16. SUPERVISION FOR Ph.D. RESEARCH:**

16.1 A candidate shall work under the direct supervision of a recognized Ph.D. Guide of the University.

In each Academic Year, the number of Ph.D. students to be allotted to the concerned guide shall be decided with the consent of Guide in accordance to UDC.

16.2 A candidate who is a University approved full time Teacher/ the person in the Government Service shall be permitted to complete research work at their college (place of duty/ appointment) and get the benefit of provision under clause (4.1.1, 4.1.2, 4.1.3)

16.3 Normally, a candidate shall be required to complete research under supervision of their Guide, however, a candidate may be permitted by the UDC to transfer their registration from one research Guide to another, provided the first Guide gives "No Objection Certificate" for such transfer and the research Guide under whom the transfer is sought gives their consent to accept the candidate. Provided further that, in case of such transfer, if the research topic of the candidate is not to be changed, and in such case the candidate shall have to work under new guide for the minimum



period of two years before the candidate is allowed to submit the Thesis. Additional fees may be levied as per rules.

16.4 Whenever the Research Guide of the candidate leaves service of the College/Institute or retires from the service but continues to be recognized as a Research guide, the student already admitted under such guide may be allowed continuing to work under him. However such guide shall give in writing his / her willingness to continue with the said student. The UDC shall, after ascertaining the choice of the student either to continue to work under the supervision of the same research guide or to work under another Research Guide, make appropriate recommendation to the Vice-Chancellor.

16.5 In case of any dispute between a candidate and the guide, the redressal committee consisting of the following shall examine the matter whose decision shall be final:

- (i) Chairman (The Vice-Chancellor or his nominee)
- (ii) Nominee of the UDC
- (iii) The Head of the Institute/Place of Research

However, if the complaint is against the Head of Institute, then they shall not participate in the proceedings of the meeting. The Committee shall hear both the parties and submit its report with the specific recommendations. The report shall be submitted to the Vice-Chancellor for final decision.

#### **17. MEDIUM OF INSTRUCTION:**

English shall be the medium of instructions for Written/Oral examinations, Research Proposal/ Plan, Synopsis, Thesis & Research Papers etc.

#### **18. SIX-MONTHLY-REPORTS:**

18.1 The Candidate shall be required to send "six-monthly progress report" to the University within 15 days of notification in the prescribed format (Annexure-VI) through the guide and Head of the Institute. All progress reports of the candidate(s)



along with a record of attendance, receipt of the fees paid, Synopsis and Title of Thesis shall be available for information of all concerned.

- 18.2 If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit the fee, the Vice Chancellor may take necessary disciplinary action against him.

#### 19. REVIEW MEETINGS:

Candidate will also complete reviews as detailed below

Review	Time frame	Nature of Review	Outcome
Research proposal review	Within 3 months from date of Provisional Registration (to be done before CDC)	The Scholar must incorporate the feedback and make necessary changes.	Approval from CDC
Synopsis submission review	Prior to submission of synopsis (to be done before UDC)	The Scholar must incorporate the feedback and make necessary changes.	Approval from UDC to submit synopsis.
Pre-PhD thesis submission review	3 months before likely date of submission of thesis (to be done before UDC)	The Scholar must incorporate the feedback and make necessary changes.	Approval from UDC to submit thesis.

- The Scholar shall also offer a Pre-Ph.D. Presentation in the concerned Institution/ Department for critical review/feedback/comments by Experts/Faculty Members/Research Scholars/Post Graduate Students etc. The Scholar must incorporate the feedback, received during the Presentation of the Thesis.

Note: Apart from above mentioned review meetings each candidate shall have to submit



an approval letter from the Ethics committee of the institute/college within 6 months from date of Provisional Registration.

## **20. PRESENTATION OF THE THESIS:**

- 20.1 The Thesis shall be written and printed preferably in acceptable or recognized font and the language of the thesis shall only in English except where the Language itself is a subject(Annexure-VII).
- 20.2 The candidate shall submit a draft dissertation / thesis to the research centre prior submission of the research summary and the scholar shall make a presentation in the research centre open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation / thesis in consultation with the supervisor/ co-supervisor.
- 20.3 Ph.D. scholars must publish at least one (1) research paper in referral journal and make two paper presentations in conferences / seminars of State/National before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 20.4 After completion of the minimum period of Ph.D. course as specified under clause 4 and after completion of course work as specified under clause 10, within two months from the date of course completion, the candidate shall forward application to the University, through their Research Guide and Head of Research Place with four hard copies of Thesis alongwith 02 CDs containing soft copies and 10 copies of the Thesis summary. The prescribed fees for evaluation shall be enclosed with such application. The Thesis shall include Certificate in the form 'A', a declaration from the candidate that, the work reported in the Thesis is original work carried out by the candidate himself and that the research work from other sources has not been included. Also thesis shall include certificate in the Form-B from the Research Guide and Certificate in the Form-C by Head of recognized place of Research institute(Annexure-VIII).



- 20.5 The material which has been obtained from the other sources shall be duly acknowledged in the Thesis by the candidate(s). If the material obtained from the other sources has not been duly acknowledged, then the candidate shall be held responsible in case of plagiarism. In case of plagiarism the candidate shall be liable to be punished for withdrawal of the Thesis/ Ph.D. Degree (even if awarded). The Candidate shall also include in the thesis a certificate of Plagiarism check (Form-D) Annexure-VIII. University shall follow rules prescribed by UGC/any apex body regarding plagiarism.
- 20.6 The Supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor (Reader) or college Professor in a sealed envelope to the COE. Provided that the panel of examiners shall be obtained from the Head University Teaching Department/School of Studies/chairman Board of Studies of the subject concerned, in case the candidate is related to the Supervisor.

## **21. APPOINTMENT OF EXAMINERS:**

- 21.1 The examiner shall be from out-side of the University with-in Madhya Pradesh/Out-side of the Madhya Pradesh/ Abroad.
- 21.2 On receipt of the panel of the examiners from supervisor and thesis along with summary and fees, the COE shall call a meeting of BOS of the subject concerned.
- 21.3 The Board of Studies shall prepare the panel of six Examiners in view of panel submitted by Supervisor including 50% name from outside Madhya Pradesh for the evaluation of Ph.D. thesis.
- 21.4 The Vice-Chancellor shall appoint two examiners amongst the Panel of examiner submitted by BOS out of which one Examiner is from outside M.P. state. Provided that the Vice-Chancellor can appoint any subject expert/Examiner for evaluation of the thesis whose name is not included in the panel of examiner submitted by BOS.



**22. EVALUATION OF THESIS:**

- 22.1 The Vice-Chancellor shall appoint any two examiners from the Panel of external examiners prepared by the Board of Studies, one of whom shall be from outside of Madhya Pradesh state to examine the Thesis. The COE shall get in touch with each examiner by e-mail or land mail with a copy of the summary of Thesis to secure acceptance of the examinership. If however, no information is received from an examiner within four week's period from first communication to the examiner, his / her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause (21.3) and (21.4).
- 22.2 Each external examiner will be requested to submit a detailed assessment report and his/her recommendation on a prescribed proforma to the COE within 45 days of date of receiving the thesis.
- 22.3 In case the assessment report is not received from an external examiner within 60 days, the Vice Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.
- 22.4 The external examiner shall be required to state categorically whether in their individual opinion, the thesis should be.
- i. Accepted for the award of Ph.D. Degree, or
  - ii. Referred to the research candidate for a submission in the revised form.
  - iii. Rejected.

The external examiners shall state the reason for recommending / resubmission / rejection of the thesis. If resubmission is recommended, the external examiner shall specifically indicate the modification that needs to be incorporated in the thesis by the research candidate.

On the receipt of reports from all the external examiners the COE shall place them before the Vice Chancellor who will pursue the report and recommend one of the following:



- If both examiner are of unanimous opinion that the thesis be accepted for the award of the degree the candidate would be required to appear for oral defense.
- If both examiner are of unanimous opinion that the thesis should be rejected or the thesis be submitted in a revised form then the result be declared accordingly and the candidate be informed to submit the thesis in a revised form.
- If there is no unanimity between examiners; an additional external expert shall be appointed as examiner to evaluate the thesis. The report of the additional external examiner, along with all the earlier reports shall be considered by the UDC and a recommendation made either to accept the thesis for the award of the degree or reject the same
- If one examiner recommends rejection of the Thesis and the other recommends acceptance, then a third examiner shall be appointed as per clause 21.3 and 21.4 from the panel of already approved examiners. The third examiner, if appointed, shall be from outside Madhya Pradesh. Once the third examiner is appointed, any previous recommendations of the examiner, in whose place the third examiner has been appointed, shall become null and void for all purposes. In case, the third examiner recommends acceptance or revision of the Thesis, then depending on the recommendation of the other examiner (who has not rejected the Thesis), the Viva Voce shall be arranged or the candidate shall be asked to revise the Thesis and resubmit, as the case may be. In case the third examiner recommends the rejection of the Thesis, then this recommendation shall be final and the Thesis shall be rejected.
- In case the candidate is being required to submit a revised thesis, he/she will submit the same within a period of one year from the date of communication in this regard from the COE. However in exceptional circumstances, this period may be extended by UDC by one more year but the total revision shall not exceed two years in any case. The revised thesis shall be sent for assessment to



the original panel of external examiners. In the event of one or more original external examiners not being available, an additional external examiner may be appointed.

### **23. PUBLIC VIVA VOCE EXAMINATION TO DEFEND THESIS:**

- 23.1 Once the candidate submits his thesis, he after receiving the acceptance reports from two external examiners recommending for the award of Ph.D. Degree, the University shall appoint a two-member Viva Voce committee. This committee will consist of the external examiners who has evaluated the Thesis and the Guide of the candidate. The candidate's Guide shall be internal examiner cum convener for the Thesis defence and Viva Voce examination. The recommendation reports received from the two external examiners shall be forwarded to the Guide of the candidate, who shall arrange the Viva and the defense of the Thesis at the earliest date suitable to the external examiner. The Viva Voce and the open defense of the Thesis shall be arranged either at the place of research or at the University decided in consultation with the convener (Internal Examiner/Guide). The Guide shall communicate to the University, the candidate and the external examiners and to all the concerned regarding the date, time and venue of Viva Voce. The Guide shall make the reports available to the candidate and the external examiner at least 3 days before the date of the Viva Voce. A separate notice on defense of Thesis presentation shall be issued and circulated to other Departments by the Guide at least 48 hours before the presentation to enable other faculty members and students to attend the Viva Voce. In case of any problem, the Dean of the concerned faculty shall take the appropriate decision. Deficiencies pointed out at open defense shall be upgraded to the satisfaction of the examiner.
- 23.2 If the external examiners, who have already evaluated the Thesis, are not able to be present at the time of the defense, the Vice-Chancellor, on recommendation of the Research Guide and the Dean of faculty concerned shall appoint another external examiner from panel to act as an examiner for the defense of the Thesis. In case, the



Guide (internal examiner) is not available, the Vice-Chancellor shall appoint any other senior research guide to act as internal examiner on the recommendation of the Dean of the concerned faculty.

- 23.3 The Guide as convener shall moderate the Viva Voce and open defense. The candidates shall make a presentation of their Thesis covering the background, objectives, methodology, results and the conclusions of their study. After presentation, the examiners can ask the candidate for more clarifications. Those attending the open defense, who are not members of the Panel of Examiners, can also participate by asking relevant questions but only with the permission of the Guide/Convener. The questions during the Viva Voce shall be of constructive type and shall lead to logical discussion on the topic of the Thesis. No one among the audience shall have right to comment on the acceptability or non-acceptability of the Thesis for the award of the Ph.D. Degree
- 23.4 The Guide and the external examiner shall submit to the Controller of Examinations their final consolidated report about the award of the Ph.D. Degree immediately after the defense is over in a prescribed format.
- 23.5 In case the defense & Viva Voce is not satisfactory, the examiners may by majority recommend with reasons in writing the specific comments regarding unsatisfactory performance of the candidate. The candidate shall act upon the comments accordingly and face the Viva Voce again after the period of three months.
- 23.6 The overall result of the Viva Voce and the defense of the Thesis shall be officially declared by the COE within 15 days from the date of receipt of the favorable report on the defense of the Thesis and the Controller of Examinations shall issue a Provisional certificate to the candidate, certifying that the Ph.D. Degree has been awarded in accordance with the provisions of Regulations of the U.G.C.
- 23.7 After the viva-voce, the recommendation of the examiners shall be reported to the Governing Body for the award of Ph.D. degree to the candidate.



- 23.8 Once the Ph.D. Degree is awarded to the candidate, one soft copy of the Thesis shall be kept under the custody of the Controller of Examinations. The second hardcopy & softcopy of the Thesis shall be deposited in the University Library.
- 23.9 After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of prescribe fee. The reports will not disclose the identity of the examiners.
- 23.10 In case of rejection of the Thesis and based on the genuine grounds and recommendation of UDC, the Vice-Chancellor shall constitute an independent three-member review panel to investigate the cause of rejection of Thesis. The review panel shall examine the research work and the examiners' report thereon and shall submit its findings to the Vice-Chancellor for future improvements. It may also examine the matter to suggest as to whether the candidate can further work on the same topic to rebuild his initial work and the correct course of action for achieving that and time frame needed for resubmission of his thesis without exceeding the maximum time period prescribed for submission of Thesis given in this Direction.
- 23.11 After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of prescribe fee. The reports will not disclose the identity of the examiners.

#### **24. PUBLICATION OF THE THESIS:**

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph. D degree of the University.

#### **25. WITHDRAWAL OF Ph.D. DEGREE/NON PROCESSING OF Ph.D. THESIS:**

If at any stage it is found that the material quoted in the Thesis is copied from any other source/Author/Researcher and found the same as plagiarism, then the University shall withdraw the Ph.D. Degree (even if awarded), of such candidate or shall not process the Thesis for further evaluation and examination as the case may be.

#### **26. PRESCRIBED FEES FOR CANDIDATE:**

The fees shall be such as prescribed by the Fee regulatory committee of University from time to time and it shall be notified separately on website.

27. Matters which are not specifically covered in the clauses herein above and if any queries regarding the interpretation of any clause of this Direction, then it shall be decided by the Vice-Chancellor on recommendation of academic council/UDC and the decision of the Vice-Chancellor shall be final and binding.



Annexure-I

**AMALTAS UNIVERSITY, DEWAS,**  
[www.sriarobindouniversity.edu.in](http://www.sriarobindouniversity.edu.in)

**APPLICATION FORM FOR ADMISSION  
 IN Ph.D./ M.Phil. PROGRAMMES**

**Self Attested  
 Photograph**

**Academic Session:** \_\_\_\_\_

**Name of the Programme for Admission:** \_\_\_\_\_  
 [(i) Ph.D. (ii) M.Phil. (iii) Both M.Phil. and Ph.D.]

**Name of the Subject for Ph.D. / M.Phil.:** \_\_\_\_\_

**Subject for Entrance Test:** \_\_\_\_\_ **Faculty:** \_\_\_\_\_

**Proposed Research Centre:** \_\_\_\_\_

**Proposed Centre for Entrance Test:** \_\_\_\_\_

**1. Applicant's Name (in Hindi):** \_\_\_\_\_ **(in English):** \_\_\_\_\_

**2. Date of Birth:** \_\_\_\_\_ **3. Gender:** \_\_\_\_\_

**4. Domicile of M.P.:** Yes / No \_\_\_\_\_ **5. Blood Group:** \_\_\_\_\_  
 (If yes, attach photocopy of domicile proof)

**6. Category:** Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-Abled: \_\_\_\_\_  
 (Please attach photocopy of proof of category of SC/ST/ OBC(non-creamy layer)/Differently-Abled)

**7. Nationality:** \_\_\_\_\_ **8. Enrolment Number (if available):** \_\_\_\_\_

**9. Name of Father / Husband:** \_\_\_\_\_

**10. Name of Mother:** \_\_\_\_\_

**11. Annual Income of Parents:** Rs. \_\_\_\_\_

**12. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No:** \_\_\_\_\_

**13. Do you have Teacher Fellowship for Research? Yes/ No:** \_\_\_\_\_



14. Do you have Government/ Foreign Research Fellowship? Yes/ No: \_\_\_\_\_

15. Do you have M.Phil. degree (as per UGC Regulations 2009 or amended thereafter) with course work? (Yes/ No): \_\_\_\_\_

(In case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)

16. Applicant's Address

(a) Permanent: \_\_\_\_\_

\_\_\_\_\_ Phone no. of Father/ Husband: \_\_\_\_\_

(b) For Correspondence: \_\_\_\_\_

Mobile No. of the Candidate: \_\_\_\_\_ Email ID of the Candidate: \_\_\_\_\_

Aadhar No. of the Candidate: \_\_\_\_\_

17. Educational Qualifications (Enclose self attested photocopies):

Class	Board/University	Year	Grade/ % of Marks	Division	Subject
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduate					
Post Graduate					
M.Phil.					
Any Other					

18. Fee Details:

Amount (Rs.): \_\_\_\_\_ Demand Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Issuing Bank & Branch: \_\_\_\_\_

19. Teaching / Research Experience (if any): \_\_\_\_\_

20. Any other information: \_\_\_\_\_



Date:

Signature of Applicant)

Annexure-II

Format of application for Successful candidates in PhD Entrance test to apply for Registration in course Work at  
Recognized Place of Research for Academic Year 20\_\_-20\_\_

To,

The Registrar,

AMALTAŞ UNIVERSITY, DEWAS,

(M.P.)

Sir/Madam,

I Dr/Mr/Ms ..... hereby offer my application for  
Personal Interview and Counseling for selection and Registration to PhD Course for the Academic Year  
20\_\_-20\_\_.

My details are as follows.

1. Name of the Applicant: .....
2. Name of Subject/Specialty: .....
3. Merit Number: ..... 4. Caste: ..... 5. Category: .....
6. Address for Correspondence: .....  
.....  
..... PIN 

--	--	--	--	--	--
- Contacts: Mobile- ..... Tele- (0) ..... e-mail. ....  
.....
7. PhD Entrance Test dated .....
8. PhD Entrance Test Result dated .....
9. Date of Counseling: .....
10. Date of Notification Regarding Available Subjects and Guides .....
11. Name of Recognized Centre: .....



12. Admission Category(Please TICK): As a Regular-Student

☐

Eligible Teacher

☐

## 13. Educational details

S.No.	Qualification level and Nomenclature	Year of Passing	Name of College	University	%Obtained
1.	High School				
2.	Higher Secondary(10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Any other				

\*Kindly attach attested copies of all relevant documents

## 14. Details of Experience in Chronological Order:

S. No.	Subject	Department	Designation	Period (in years)	Total Experience	University approval/ recognition letter
1.						
2.						
3.						
4.						



5.						
----	--	--	--	--	--	--

\*Kindly attach attested copies of all relevant documents

15. Details of Previous Research Work/Publications (Put in Chronological order):

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				



10.			
-----	--	--	--

\*Kindly attach attested copies of all relevant documents

**16. Preference for Guide:**

Sr. No.	Name of Available Guide	Preference Number of Guide
1.		
2.		
3.		
4.		

I declare that the information given above is correct to the best of my knowledge. I will submit one set of attested photo-copy of all required documents along with required originals at the time of Interview before Selection Committee at my cost. I am fully aware that if I offer myself for interview before the committee; this does not give any guaranty of my selection. The rights of selection or denial are reserved with the Committee.

Your sincerely,

Signature

Name of Applicant .....

Mobile No. ....

e-mail.....

Copy to:

The In-charge,  
University Doctoral Committee,  
College Doctoral Committee

Place:

Date:



## Annexure-III

**AMALTAS UNIVERSITY, DEWAS**

www.sriaurobindouniversity.edu.in

**Ph.D.COURSEWORK-GRADESHEET&CERTIFICATE**

Name & Address of the Institute/School of Studies/ College where Ph.D. Course Work is Conducted	:	
Name of the Student	:	
Father's/Husband's Name	:	
Mother's Name	:	
Enrolment No.	:	
Roll No.	:	
Academic Session	:	
Semester	:	
Examination Month & Year	:	

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Research Methodology	4			
	Review of Published Research	3			
	Computer Applications	3			
	Title of the Advanced Course	3			
	Comprehensive Viva-Voce	3			
TOTAL		16		-	
ATTEMPT				SGPA	
RESULT		EQUIVALENT PERCENTAGE		DIVISION	

\*Grade in Repeat Examination.

Equivalent Percentage = SGPA x 10

This is certified that Mr./Ms./Mrs. \_\_\_\_\_ has successfully completed the Ph.D. Course Work as per UGC Regulations, 2016 and the Ph.D. Ordinance of the University.

**Date of Result:**

Co-ordinator	Head/Director	Controller of Examinations
--------------	---------------	----------------------------



**Annexure-IV**

**Application for Final Registration for PhD Course for Candidates in  
Academic year 20\_\_-20\_\_**

Faculty: ..... Subject/Specialty: .....

Name of the College/Institute/Laboratory: .....

PhD Entrance Test Roll no. : ..... Category: .....

Date of Counseling: ..... Date of Admission:

Name of the Guide: .....

Admission Category (Please TICK): As a Regular-Student ☐ SAU Teacher ☐

Registration Fee: Rs. .... DD No. .... dated Bank & Branch. ....

To,

The Registrar,

AMALTAS UNIVERSITY, DEWAS, .

Sir/Madam,

I hereby apply for final registration to the PhD Course. I state that I have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

1. Name (In CAPITAL): .....
2. Father/Husband Name: ..... 3. Mother's name: .....
4. Date of Birth: ..... 5. Gender: MaleFemale ..... 6. Nationality: .....
7. Permanent Address: ..... PIN .....
8. Present (Local) Address: ..... PIN .....
9. Contact: ..... Mobile: ..... Phone – (0) ..... email: .....
10. Category (Please TICK) (attach attested copies of all relevant documents):

Open ☐

SC ☐

ST ☐

OBC ☐



11. Details of Qualification in Chronological Order (attach attested copies of university degree):

Sr. No.	Qualification level Nomenclature	Name of Board/ College	University	Year Passing	% Obtained
1.	High School				
2.	Higher Secondary (10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Any other				

12. Details of Teaching Experience in Chronological Order (attach attested copies of all relevant documents):

Sr. No.	Subject	Department	Designation	Period (In years)	Total Experience
1.					
2.					
3.					
4.					
5.					

\*Kindly attach attested copies of all relevant documents

(a) Total UG Teaching Experience: years. .... months. ....  
 (b) Total PG Teaching Experience: years. .... months. ....

13. Details of Publication/Research Publications in Chronological Order:

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1.				



2.			
3.			
4.			
5.			
6.			
7.			

\*Kindly attach attested copies of all relevant documents

14. Details of professional experience, if any (attach necessary certificates):

- (i) Nature of professional experience: .....  
(ii) The Institute where professional experience was gained: .....  
(iii) Period of professional experience: .....

15. Name of the Research Guide: ..... Designation Department: .....

..... Address: .....

Number of students registered under the guide in current Academic Year: .....

Number of all students registered under guide and still not completed PhD: .....

16. Name of the Co-Guide (if applicable): ..... Designation: .....

..... Address: .....

17. Title of the Synopsis (Outline of Research): .....

.....

.....

18. Whether 2 copies of synopsis are attached : Yes/No

19. Whether one e-copy (CD/DVD) of synopsis is enclosed : Yes/No

20. Whether approval from College Doctoral Committee was obtained : Yes/No

(attach copy of letter)

21. Whether approval from Institution Ethical Committee was obtained : Yes/No

22. Whether candidate is fulfilling eligibility conditions : Yes/No

Enclosures:

Sr. No.	Name of the Documents	Attached (Yes/No)
1.	Copy of PhD Entrance Test Mark-List	
2.	Date of Birth Certificate	
3.	Caste Certificate	



4. Migration Certificate
5. U.G. Degree Certificate
6. PG Degree Certificate
7. Experience Certificate
8. Copy of No Objection Certificate from employer
9. Copy of Relieving Letter
10. Copy of Approval Letter as a Teacher
11. State Council Registration Certificate
12. Copy of Receipt of fees paid at Centre
13. 2 Passport size color photographs
14. Copy of Research Publications
15. Copy of Report of Institute Research Committee
16. Copy of Report of E.I.C.

#### Undertaking by the Candidate

I, Dr/Mr/Ms .....  
 ... hereby declare that, all the information given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Philosophy (PhD) prescribed by the AMALTAS UNIVERSITY, DEWAS, and I undertake to abide by them. I also undertake to regularly work at the Place of Research and per the recommendation of Research Guide.  
 Thanking you.

Your sincerely,

Date: .....

Place: .....

Signature of Applicant

#### Recommendation of the Guide

I, Dr/Mr/Ms.....allotted Guide for, Dr/Mr/Ms.....  
 Ms..... hereby certify that the Synopsis/Outline of research of Dr/Mr/Ms ..... is prepared under my guidance/supervision and is a genuine work. I recommend the same for further Final Registration. Presently .....students are registered under me for PhD Course under AMALTAS UNIVERSITY, DEWAS, .

Place: .....

Date: .....

Signature & Name of the Guide



**Recommendation of the Head of the Department**

I am pleased to forward the final draft of Synopsis prepared by, Dr./Mr./Ms. ....  
... under guidance of Dr./Mr./Ms. ....  
... at this institute.

I certify that this final draft is approved by CDC& IEC of this Institute.

Place: .....

Date: .....

Seal: .....

Signature with stamp of HOD

**Recommendation of the Head of the Research Institute**

I am pleased to forward the final draft of Synopsis prepared by, Dr./Mr./Ms. ....  
... under guidance of Dr./Mr./Ms. .... at this institute. I certify that  
this final draft is approved by IRC & IEC of this Institute and all the fees for admission to PhD Course are  
paid by the candidate.

Place: .....

Date: .....

Seal: .....

Signature with Stamp of

Head of the Research Institute



**Annexure -V****Application for recognition as a Research Guide/ Co-Guide for Ph.D.**

1.	Name (In capital letters)										
2.	Date of Birth	D			M		Y				AGE
3.	Date of Retirement	D			M		Y				AGE
4.	Present Designation										
5.	Name of the Department										
6.	Institutional address										
7.	PIN										
8.	Qualification										
9.	State Council Registration No.	Date of Registration:									
10.	Address for Communication:										
11.	Contact Details:										
	(i) Mobile										
	(ii) e-mail:										
	(iii) Phone: Residence										



15 Details of Qualification in Chronological Order (attach attested copies of all relevant documents):

S. No.	Qualification Level and Nomenclature	Name of College	University	Year of Passing	% Obtained
1. UG Degree					
2. PG Degree					
3. PG Diploma					
4. DNB					
5. Ph.D.					
6. Any other					

\*Kindly attach copies of all relevant documents.

16 Details of Experience in Chronological Order:

S. No.	Subject	Department	Designation	Period (in years)	Total Experience	University Approval/ recognition letter no. and date
1.						
2.						
3.						
4.						
5.						

\*Kindly attach copies of all relevant documents.

(A) Total UG Teaching Experience: ..... years. .... months

(B) Total PG Teaching Experience: ..... years. .... months

(C) Total Experience as recognized PhD Guide: ..... years. .... months

(D) Number of students guided for PhD course:



## 17 Details of Research Publications (put in Chronological Order)

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\*Kindly attach attested copies of all relevant documents

## 19 Whether all Experience Certificate are attached? Yes/No

I declare that the information given above is correct to the best of my knowledge. If the information given above is found to be incorrect my appointment shall be cancelled.

Place:

Date:

Signature &amp; Name of Applicant



**Annexure-VI**

Format for six monthly progress report to be submitted by registered Candidate to University

To,

The Vice-Chancellor

AMALTAS UNIVERSITY, DEWAS,

Through:

The Dean/Principal/Director, .....

Subject: Six Monthly Progress Report of Dr./Mr./Ms ..... under the Guidance  
of Dr ..... Academic Year 20\_\_-20\_\_

Respected Sir/Madam,

I, Dr./Mr./Ms ..... bearing Entrance Test Roll  
No. .... Permanent Registration No. .... here by submitting my Six Monthly  
Progress Report to the University as under:-

1. Date of Provisional Registration: .....
2. Date of Permanent Registration: .....
3. Permanent Registration Number: .....
4. Tentative date of completion: .....
5. Name of Subject/Specialty: .....
6. Name of the Guide: .....
7. Report period: From ..... to .....
8. Report number: First/Second/Third/Fourth/Fifth/Six .....
9. Date of previous report: .....
10. Date of Pre-PhD Seminar (for last report only): .....

Place: .....

No. of participants: .....

11. Details of Report: (given details in brief, regarding literary review, pilot work, presentation of papers, publication of paper, details of attended workshops/seminars/conferences-related to research topic, completed clinical work stages, stages of completed laboratorial works, attendance at department/institute, etc. (Please enclose all the related documents)

.....  
.....  
.....  
.....  
.....

Date: .....

Signature of Applicant



**Certificate from Guide**

This is to certify that, the above-mentioned work, carried out by Dr/Mr/Ms .....  
..... is carried out under my direct supervision. The overall work and attendance of  
candidate during the period from ..... to ..... is **satisfactory/unsatisfactory**. Hence, **forwarded to**  
**the University**.

Date: .....

Signature and Name of the Guide

Date: .....

Signature, Name and Stamp of the HOD

**Satisfactory Performance, hence forwarded to the University**

Date:

Signature with Stamp of Head of

Place:

Institute/Dean/Principal



**Annexure-VII****Format Guidelines for Thesis to be submitted by a Student Registered for PhD Degree under AMALTAS UNIVERSITY, DEWAS, .**

1. The candidate, through proper channel, shall submit the thesis after completion of his/her research work and satisfactory Pre-PhD Seminar and after fulfillment of other basic conditions as laid down by the AMALTAS UNIVERSITY, DEWAS, , from time to time.
2. These guidelines provide candidate with essential information about how to prepare and submit thesis in a format acceptable to AMALTAS UNIVERSITY, DEWAS.
3. The Thesis should be written in ENGLISH only except where the subject itself is a language , and printed preferably in Acceptable/Recognised font under the following heading:-
  - (a) Title Page
  - (b) Certificates
  - (c) Acknowledgement
  - (d) List of Abbreviation
  - (e) Table of Contents
  - (f) List of Graphs
  - (g) List of Figures
  - (h) Introduction
  - (i) Aims and Objectives
  - (j) Review of Literature
  - (k) Material and Methods
  - (l) Results
  - (m) Discussion
  - (n) Summary & conclusion
  - (o) References/Bibliography
  - (p) Tables
  - (q) Annexures
  - (r) Master Chart
4. The written text of the Thesis shall not be less than 100 pages, excluding reference tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" X 11.69") and bound properly. Spiral Binding should not be done.
5. Use a standard font size 12 point consistently throughout the thesis for all text. It is permissible to change font size in tables, figures, captions, footnotes and appendix material.



6. Page margins should be a minimum of one half inch from top, bottom, left and right. All pages should have page number centered at the bottom of the page.
7. The Thesis shall include Form A (Declaration by the Student and Guide) and certificates by the Guide, Co-guide (if any), Head of the Department and Head of the Institution (Certificate pages supposed to be detachable and to be placed at the end)
8. Four hard copies of THESIS along with two sets of VCD/DVDs and ten sets of SUMMARY REPORT, thus prepared, shall be submitted to the Controller of Examinations, along with prescribed fees, for evaluation.
9. In clinical photographs (if included in the Thesis), the identity of subjects should be concealed. The names of the patients should not be stated in the master chart.
10. Names of individual, college, institute, teachers, guides, and any other sort of identity should not be disclosed in the Thesis in any form.
11. The first page of the Thesis shall be as under. (this page is supposed to be detachable)
  - (i) Permanent Registration Number:
  - (ii) Name of the Candidate:
  - (iii) Name of College/Institute:
  - (iv) Name of the Guide:
  - (v) Name of the Co-Guide:
  - (vi) Name of Examination PhD:
  - (vii) Name of Subject/specialty:
  - (viii) Name of Faculty:
  - (ix) Admission (Academic Year):
  - (x) Completion Year (Academic Year):
  - (xi) Title of the Thesis
12. The Second page of the Thesis shall be as under:
  - 1 AMALTAS UNIVERSITY, DEWAS,
  - 2 Name of the Examination: Doctor of Philosophy (PhD)
  - 3 Name of the Faculty:
  - 4 Name of the Subject/Specialty:
  - 5 Admission Year( Academic Year):
  - 6 Completion Year(Academic Year):
  - 7 Title of the Thesis:



**Annexure-VIII**

**Format of required Certificates and Attendance Certificate to be Included in Final thesis by registered Candidate.**

**Form A****Declaration by the Student and Guide**

I, Dr./Mr./Ms. .... hereby declare that,  
my Thesis entitled .....  
.....  
has been prepared under the supervision and guidance of Dr. ....  
and that, if at any stage, it is found or reported that the material quoted/referred in my Final  
Thesis is copied from any other source/author/researcher and found that I have indulged in  
PLAGIARISM, I shall be held solely responsible for such an act and the University shall withdraw my  
PhD Degree (even if awarded) or shall not process my Final Thesis for further evaluation and  
examination, as the case may be.

Date: .....

Place: .....

Signature &amp; Name of the Student

**Counter-signed by the Guide of the Student**

Date: .....

Place: .....

Signature &amp; Name of the Student



## Form B

## Certificate from Guide

This is to certify that, the Thesis entitled .....  
 .....  
 .....  
 has been prepared by Dr/Mr/Ms. ....under my direct  
 supervision and guidance, in partial fulfillment of the regulations for the award of the degree of Doctor  
 of Philosophy(PhD), in the subject of .....under the faculty of .....  
 .....

I have checked his/her work on the subject from time-to-time. I am satisfied regarding the  
 authentication of his observations, clinical material and experimentation in this Thesis and it  
 conforms to the Standards of AMALTAS UNIVERSITY, DEWAS, .I also certify that his/her attendance at  
 department is at par as prescribed in the norms by the University and it fulfills all other terms and  
 conditions laid down by the University in the concerned Direction/rules. His/Hersix monthly  
 progress reports are satisfactory in nature and submitted to the University as follows:

1. First Report No. .... dated. ....
2. Second Report No. .... dated. ....
3. Third Report No. ....dated. ....
4. Fourth Report No. .... dated. ....
5. Fifth Report No. .... dated. ....
6. Sixth Report No. .... dated. ....

I have great pleasure of forwarding it to AMALTAS UNIVERSITY, DEWAS, .

Date: .....

Place: .....

Signature and Name of Guide



## Certificate from Co-guide (in any)

This is to certify that, Thesis entitled .....  
 .....  
 has been prepared by Dr./Mr./Ms. .... under  
 my direct supervision and guidance, in partial fulfillment of the regulations for the award of the degree  
 of Doctor of Philosophy (PhD) in the subject of ..... under the faculty of .....

I have checked his/her work on the subject from time to time. I am satisfied regarding the  
 authentication of its observations, clinical material and experimentation in this Thesis and it conforms to  
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## Form C

## Certificate by Head of Recognized Place of Research (on Letter-head)

This is to certify that, the Thesis entitled. ....  
 .....  
 ..... has  
 been prepared by Dr/Mr/Ms. .... under the direct  
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 faculty of ..... we have great pleasure in forwarding it to AMALTAS  
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Signature Name and stamp

Signature, Name and stamp

Seal: .....

Head of the Department

Principal/Dean/Head of Center



## Form -D

**Certificate of Plagiarism Check  
(To be inserted in the Thesis)**

1. Name of the Research Candidate: .....
2. Course of Study: .....
3. Title of the Thesis: .....  
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4. Name of the Guide: .....
5. Department/ Subject: .....
6. Acceptable Maximum Limit: .....
7. Percentage of Similarity of Contents Identified: .....
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(Seal)**

**Signature of the  
Candidate**

**Head of the Department  
(Seal)**



**Ordinance No.16****BACHELOR OF MUSIC/DANCE (B.Music/B.Dance)  
3 - YEAR BACHELORDEGREE PROGRAM****1) Title of the Degree –****1.1) Bachelor of Music (B.Music)****1.2) Bachelor of Dance (B.Dance)****2) Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science****3) Course Applicability –****3.1) 3–Year, Bachelor of Music/Dance (B.Music/B.Dance) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**3.2) The Board of Studies** is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**3.3) The Degree** will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**4) Eligibility For Admission :****Candidate who have passed duly recognized following examination:-****i) 10+2 pass** from a recognized Board with minimum marks as prescribed by concerned regulatory authority would be mandatory for admission in **Bachelor of Mus./Dance (B.Music/B.Dance) Program.**

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.**5) Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution—**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake—**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.Music/B.Dance) Program is 3 years.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.



**11) Medium Of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the (B.Music/B.Dance) Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses; practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate over all as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to all kinds & mode of (B.Music/B.Dance) Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

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- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/Discipline/ Specialisation of **(B.Music/B.Dance)** course shall include the current courses/programme as well as proposed in future. However, all **(B.Music/B.Dance)** course with various Branches/Discipline/ Specialisation shall run and governed through this ordinance.
- 17) **(B.Music/B.Dance)** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 18) In future, more branches/specializations/courses/programmes of **(B.Music/B.Dance)** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 19) The University shall also offer more number of **Three Year Bachelor degree programmes** with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to **(B.Music/B.Dance)** & all others Three Year Bachelor Degree Courses/ Programme in **Music & Dance** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No.17****MASTER OF MUSIC/DANCE (M.Music/M.Dance)  
2 - YEAR MASTER DEGREE PROGRAM**

- 1) **Title of the Degree –**
  - 1.1) **Master of Music(M.Music)**
  - 1.2) **Master of Dance (M.Dance)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **2–Year, Master of Music/Dance (M.Music/M.Dance) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Graduate with relevant subject from any recognized University with minimum marks as prescribed by concerned regulatory authority/council would be mandatory for admission in Master of Music / Dance program.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional



basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution–**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake–**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

i. Scheduled period for the completion of (M.Music/M.Dance) Program is 2 years.

ii. Maximum duration of Program completion is 4 years.

iii. Each Academic year shall comprise of 2 semesters each.

iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.

v. Each semester shall be spread over not less than 90 teaching days.

vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.

ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.

iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor



may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium Of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the (M.Music/M.Dance) Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to all kinds & mode of (M.Music/M.Dance) Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/Discipline/ Specialisation of (M.Music/M.Dance) course shall include the current courses/programme as well as proposed in future. However, all (M.Music/M.Dance) course with various Branches/Discipline/ Specialisation shall run and governed through this ordinance.
- 17) (M.Music/M.Dance) course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 18) In future, more branches/specializations/courses/programmes of (M.Music/M.Dance) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 19) The University shall also offer more number of Two Year Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to (M.Music/M.Dance) & all others Two Year Bachelor Degree Courses/ Programme in Music & Dance and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No.18**  
**BACHELOR OF FINE ARTS (B.F.A.)**  
**4-YEAR BACHELORDEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Fine Arts (B.F.A.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **4 – Year, Bachelor of Fine Arts (B.F.A.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **10+2 pass from a recognized Board with minimum marks as prescribed by concerned regulatory authority would be mandatory for admission in Bachelor of Fine Arts (BFA) Program.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**

**Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.**



**6) Branch/Specialization Distribution—**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake—**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.F.A.) Program is 4 years.
- ii. Maximum duration of Program completion is 8 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction—**



Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the B.F.A. Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overalls specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to all kinds & mode of B.F.A. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 6) Various Branches/Discipline/Specialisation of **B.F.A.** course shall include the current courses/programme as well as proposed in future. However, all **B.F.A.** course with various Branches/Discipline/ Specialisation shall run and governed through this ordinance.
  - 17) **B.F.A.** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
  - 18) In future, more branches/specializations/courses/programmes of **B.F.A.** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
  - 19) The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 20) This Ordinance shall be applicable to (**B.F.A.**) & all others Bachelor Degree Courses/ Programme in **Fine Arts** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No.19**  
**MASTER OF FINE ARTS (M.F.A.)**  
**2 - YEAR MASTERDEGREE PROGRAM**

- 1) **Title of the Degree – Master of Fine Arts (M.P.A.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **2–Year, Master of Fine Arts (M.F.A.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Minimum qualification for admission in Master of Fine Art (MFA) Post Graduate. Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any recognized university / council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution–**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake–**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.F.A.) Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the M.F.A. Degree**

A student shall be declared to be eligible for award of the degree ifhe/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overallas specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to all kinds & mode of M.F.A. Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/Discipline/ Specialisation of M.F.A. course shall include the current courses/programme as well as proposed in future. However, all M.F.A. course with various Branches/Discipline/ Specialisation shall run and governed through this ordinance.
- 17) M.F.A. course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 18) In future, more branches/specializations/courses/programmes of M.F.A. can also be offered, keeping in view of new innovations, thrust areas of Government policies and



demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.

- 19) The University shall also offer more number of Master degreeprogrammes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to (M.F.A.)& all others Bachelor Degree Courses/ Programme in Fine Arts and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No.20**  
**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**(M.Lib. & I.Sc.)**  
**1-YEAR POSTGRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Library and Information Science (M.Lib. & I.Sc.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Library Science.**
- 3) **Course Applicability –**
  - 3.1) **1 - year Master of Library and Information Science (M.Lib. & I.Sc.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **B.Lib. & I.Sc. graduate from any recognized University with, minimum pass marks as per the norms of regulatory authority/council would be mandatory for admission in Master of Library & Information Science (M.Lib. & I.Sc.) program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply



for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution–**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats–**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.Lib. & I.Sc.) Program is 1 year.
- ii. Maximum duration of Program completion is 2 years.
- iii. Each Academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the (M.Lib. & I.Sc.) Programme-**

A student shall be declared eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overallas specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction-**

- i. The admission to the **(M.Lib. & I.Sc.)** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Arts, Humanities & Social Science / School of Library Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to **1 year Master of Library and Information Science (M.Lib. & I.Sc.)** Program, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No.21**  
**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**(B.Lib. & I.Sc.)**  
**1-YEAR GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Library and Information Science (B.Lib. & I.Sc.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Library Science.**
- 3) **Course Applicability –**
  - 3.1) **1 - year Bachelor of Library and Information Science (B.Lib. & I.Sc.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Graduate with any subject from a recognized University with minimum pass marks, as per the norms of regulatory authority/council would be mandatory for admission in **Bachelor of Library & Information Science (B.Lib. & I.Sc.) program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution—**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats—**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

i. Scheduled period for the completion of (B.Lib. & I.Sc.) Program is 1 year.

ii. Maximum duration of Program completion is 2 years.

iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.

iv. Each Year shall be spread over not less than 180 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.

ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.

iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction—**



Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree –Eligibility for Award of the (B.Lib. & I.Sc.) Programme—**

A student shall be declared eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate over all as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to the (B.Lib. & I.Sc.) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the Faculty of Arts, Humanities & Social Science / School of Library Science, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to 1 year Bachelor of Library and Information Science (B.Lib. & I.Sc.) Program, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No. 22**  
**Bachelor of Arts (B.A.)**

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020, These provisions of this Ordinance shall be applicable from the academic session 2022-23)

1. **Title of the Degree:** three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Arts, Humanities and Social Sciences
3. **Course Name:** Bachelor of Arts (B.A.)  
**In the following subjects:**

Applied Arts, History, Fashion Designing, Arts Honors, Music, Computer, Sociology, Political Science, English Literature, Hindi Literature, Sanskrit, Psychology, Geography, Drawing and Painting, Multimedia and Mass Communication, Economics, Home science, Painting, Fine Arts, Interior design, Multimedia, Animation & Film making performing, Animation, Foreign language, Public admin.

4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system.
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Candidate seeking admission in B. A. courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of



undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)

(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

**(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.**

9. **Entry and Exit System:** To Enable Multiple entry and exit points in the academic programme, qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

#### 1<sup>st</sup> year

**Entry 1.** The entry requirement for Level 5 is successful completion of class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government / University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1.** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for Undergraduate Certification from the faculty of her / his Major Subject. If she / he wants to exit, can exit the programme with Under Graduate certificate in hand.

#### 2<sup>nd</sup> year

**Entry 2.** The entry requirement for Level 6 is successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

1. 11



**Exit 2.** If a student passes all the courses of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for Undergraduate Diploma in the faculty of her / his major subject. If she / he wants to exit, can exit the programme with Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

### **3<sup>rd</sup> year**

**Entry 3.** The entry requirement for Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3.** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the Undergraduate Degree in the faculty of her / his Major Subject. Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6 and 40 credits at level 7.

### **4<sup>th</sup> year**

**Entry 4.** An individual seeking admission to a Bachelor's degree (Honours / Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year bachelor's degree candidates, who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours / Research) degree.

**Exit 4.** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for Undergraduate Degree (Honours / Research) in the faculty of her / his the Major Subjects. A Bachelor's degree (Honours / Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.



**Table 1 : Qualification Type and Credit Requirements**

Levels	Qualification Title	Credit Requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration : first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration : First two years of four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration : three years or six semesters)	120
Level 8	Bachelor Degree in the faculty of Major Subject (Hons. / Research) (Programme duration : four years or eight semesters).	160

The credits will be awarded by the University. The credit can be calculated as follows :

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of one credit;
- Credits for internship shall be one credit per week of internship, subject to a maximum of six credits in a semester.

**10. For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.**

- a. First division with honour's, where student score 75% or more marks.
- b. First division, where student score 60% or more marks.
- c. Second division, where students score 50% above but less than 60% marks.
- d. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that



**Ordinance No. 23**  
**Master of Arts (M.A.)**

1. **Title of the Degree:** Two years Post Graduate Degree in Art

2. **Faculty Name:** Arts, Humanities and Social Sciences

3. **Course Name:** Masters of Arts (M.A.)

**In the following subjects:**

English Literature, Hindi Literature, Sanskrit, Psychology, Geography, Economics, Applied Arts, History, Fashion Designing, Arts Honors, Music, Computer, Sociology, Political Science, Painting, Fine Arts, Interior design, Multimedia, Animation & Film making performing, Animation, Foreign language, Public admin.

4. **Eligibility for Admission:** Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system.

5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

6. **Admission Procedure. :** Eligibility for Admission: Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.

8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.

9. **Examination:-**

- (a) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
- (b) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical



- examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- (c) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
  - (d) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
  - (e) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
  - (f) Span period of completion of courses shall be as prescribed in the respective regulation.
  - (g) Conduct of Examinations
    - (i) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
    - (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
    - (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
    - (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
    - (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.



- (vi) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (vii) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(h) **Makeup Examinations**

- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

(i) **Choice Based Grading System**

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.



In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(j) Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

i.	Theory Block	
	Quizzes, assignments and regularity	20 %
	Mid – semester test (s)	20 %
	End – semester examination	60 %
	Total	100 %
ii.	Practical Block	
	Lab work and performance, quizzes, Assignments and regularity	40 %
	End – semester examination	60 %
	Total	100 %

- Practical training, and project work shall be treated as practical subjects.
- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (iv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-



$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(k) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(l) Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(m) Award of Division and Merit List





- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- (n) Promotion to Higher Semester
- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.
- (o) The Appointment of Examiners
- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of



Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.

- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s); if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(p) **The Moderation Board**

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department - Member
- (iii) Two seniors most teachers by rotation, as subject experts – Members.

**10. Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

**11. Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

**12. The Teaching Scheme:-** The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India



Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

**13. General Instructions:**

1. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
2. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
3. For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
4. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
5. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**ORDINANCE NO. 24****BACHELOR OF COMMERCE (B.Com.)*****Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Commerce (B.Com.)***

- 1) **Title of the Degree – Bachelor of Commerce “B.Com.” (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Commerce**
- 3) **Course Applicability –**
  - 3.1) ***Three/Four years (Hons/Research) Bachelor of Commerce (B.Com.) Degree***  
Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Commerce (B.Com.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)



- d. Discipline Specific Elective (16 credits)
- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

#### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

#### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.



**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the **Undergraduate Degree in the faculty of her/his Major Subject**. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

#### 4th Year

**Entry 4.** An individual seeking admission to a **Bachelor's degree (Honours/Research) (Level 8)** in a specified field of learning would have completed all requirements of the relevant **three-year bachelor degree (Level 7)**. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject**. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120



Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160
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The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
  - Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
- v. The minimum duration of the *undergraduate degree programmes* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

## 9) TYPES OF COURSES

Courses are the basic units of education and/or training. Types of courses shall be as follows:

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).



b. **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

iii. **Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

iv. **Ability Enhancement Courses (AEC):**

The Ability *Enhancement* Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

10) **Course Structure --**

10.1 **First Year (Level 5):**



A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### 10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the **single chance** at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### 10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

#### 10.4 Fourth Year (Level 8):

- a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.
- b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.
  - The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### 10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### 10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(120) Bachelor Degree in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
Level 6	5	1 (6Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 7	7	1 (6Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main Faculty
	8	1 (6Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4+10 =20	Bachelor Degree (Research) in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	



**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



- hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3.
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
  - iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
  - iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
  - v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKTY (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKTY examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.



- xiii.** On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiv.** In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv.** The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi.** The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii.** Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks			Distribution of Practical Marks			Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)			
1	Core/GE/DSE (6)	6	NA	NA	40	60	NA	NA	NA	NA	
2	Core/DSE/GE (6)	4	2	NA	40	60	40	60	NA	NA	
3	Core/DSE/GE (6)	2	4	NA	40	60	50 (Through CCE)	50	NA	NA	
4	Core/DSE/GE (6)	5	NA	1	40	60	NA	NA	100		
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60	NA	NA	NA	NA	
6	DSE/SEC (Vocational Courses) (4)	3	1 (P/T/W etc)	NA	40	60	NA	100	NA	NA	
7	DSE/SEC (Vocational Courses) (4)	1	3 (P/T/W etc)	NA	40	60	50 (Through CCE)	50	NA	NA	
8	DSE/SEC (Vocational Courses) (4)	3	NA	1	40	60	NA	NA	100		
9	AECC (Foundation Course) (4)	4	NA	NA	40	60	NA	NA	NA	NA	
10	Field Projects / Internship / Apprenticeship / Community engagement & service / Research Project (6)	(i) Field Projects / Internship / Apprenticeship / Community engagement & service - 4 Credits (75 Marks) (ii) Evaluation of Report - 2 Credits (25 Marks)									
11	Research Methodology (4)	3	NA	1	40	60	NA	NA	100		
12	Dissertation (10)	Evaluation of Thesis: 6 Credits (50 Marks) + Pre submission viva-voce: 2 Credit (25 Marks) + External viva-voce: 2 Credit (25 Marks)									



**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where  $ci$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $pi$  is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i= 1, 2, \dots, n$  are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where  $NCj$  is the number of total credits offered in the  $J^{th}$  semester,  $SGj$  is the SGPA earned in the  $J^{th}$  semester, where  $j=1, 2, \dots, m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

#### 19) Credit Transfer:

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing



parity for a course, framed by the university in which the admission is sought by the student.

- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
  - i. The admission to the **B.Com.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The various Branch/Discipline in the **B.Com.** programmes in the **Faculty of Commerce & Management Studies / School of Commerce** shall include in the fields



of Accounting & Finance, Banking & Finance, Accounting & Taxation, . Business Administration, Applied Economics, E-commerce, Financial accounting, Banking & Insurance, Human Resources, Entrepreneurship, Accounting & Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Computer Application, Law, Operations Management, Foreign Trade.

- 26) The list of various specializations of **B.Com.** courses shall include the current courses/programme as well as proposed in future. However, all **B.Com.** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/ Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Commerce & Management** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses** of **Three/Four Year** duration, Regular in nature, full time in the area of **Commerce & Management and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 25****2-YEARS MASTER DEGREE IN COMMERCE AND RELATED/  
ALLIED STREAMS**

- 1) **Title of the Degree – Master of Commerce (M.Com.)**
- 2) **Name of Faculty/School–Faculty of Commerce & Management Studies/School of Commerce.**
- 3) **Course Applicability –**
  - 3.1) **2-Year Master of Commerce (M.Com.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Minimum qualification for admission in **Master of Commerce (M.Com.)** shall be the qualifying Graduation with relevant subjects conducted by any recognized university.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.
- 6) **Branch/Specialization Distribution–**



Admission to the particular branch of study shall be decided by the University on the basis of counseling/ personal interview.

**7) Number of Seats—**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of above course is **2 years**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including, Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.



**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the above course Degree—**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. A student shall be declared to be eligible for award of the 2-year Degree, if he/she fulfils all requirements set by regulatory authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to the above Courses shall be governed in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) At present in the **Faculty of Commerce & Management Studies / School of Commerce**, Degree of **M.Com.** shall include the Branches/Specialization of Accounting & Finance, Tax Procedure & Practice, Economics & Management, Computer Application, e-Commerce, Banking & Insurance, Business Ethics & Business Law, Corporate Administration & Secretarial Practice, Applied Economics, Financial Management, Marketing Management, Human Resources Management, Financial Analysis & Control, Investment & Security Analysis, Portfolio Management, Banking & Finance, Accounting & Taxation, Business Administration, Financial accounting, Entrepreneurship, Accounting & Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Law, Operations Management, Foreign Trade etc.
  - 17) The list of various Branches/specializations of **M.Com.** course shall include the current courses/programme as well as proposed in future. However, all **M.Com.** and other Master Courses/ programmes like Master of Finance & Investment Analysis (MFIA), Master of Corporate Administration (M.Corporo.Admin.), Master of Secretarial Practice (MSP), Master of Business Economics (MBE) etc. with various Branches/specializations at present & in future shall run and be governed by this ordinance.
  - 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, webinars etc.
  - 19) These programmes are offered by the Faculty of **Faculty of Commerce & Management Studies / School of Commerce** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
  - 20) In future, more branches/ specializations/ courses/ programmes of **M.Com** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
  - 21) The University shall also offer more number of Two Years Master Degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 22) This Ordinance shall be applicable to all Two Years Master Degree **M.Com** and others as mentioned above in this ordinance, in the area of Commerce and related/allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No. 26**  
**Bachelor of Home Science (B.H.Sc.) Home Science**

(As per the " Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020, These provisions of this Ordinance shall be applicable from the academic session 2022-23)

1. **Title of the Degree: Three/Four years Undergraduate Degree (CBCS Semester Mode)**
2. **Faculty Name: Home Science**
3. **Course Name: Bachelor of Home Science (B.H.Sc.) Home Science**  
**In the following subjects:**
  - Food and Nutrition
  - Human Development and Childhood Studies
  - Development Communication and Extension
  - Resource Management and Design Application
  - Fabric and Apparel Science
  - Food Technology
4. **Eligibility for Admission: Eligibility for Admission: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other State /Central Government Board equivalent system in any stream.**
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority Communities shall be as per the policy laid down by Central Government / State Government of MP.
6. **Admission Procedure. :** Candidate seeking admission in Bachelor of Science (B.Sc. ) Home Science courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other State /Central Government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.



8. **Duration of the Course:** The minimum duration of the Undergraduate Degree Programme shall be of three (3) Academic years/Six (6) Semesters. Whereas that of undergraduate degree leading to Honours/Research shall be of four (4) Academic years/ Eight (8) Semesters. (Level 4 is optional)

(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) **The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (Honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.**

9. **Entry and Exit System:** To Enable Multiple entry and exit points in the academic programme, qualifications such as Certificate, Diploma, and Degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

#### **1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate Certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate Certificates in hand.

#### **2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-2 :** If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of



Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

### **3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

**Exit-3 :** If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

### **4<sup>th</sup> year (Seventh & Eight Semester-Level 4-Optional)**

**Entry-4:** An individual seeking admission to a Bachelor's Degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

**(i) Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.



(ii) **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

**11. Credit System:** -The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

13. Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)

14. Disciplinary /Interdisciplinary Minor (32 credits)

15. Generic Elective (16 credits)

16. Skill Enhancement Courses/Vocational Courses (12 credits)

17. Ability Enhancement Courses (08 credits)

18. Field Projects/Internship/apprenticeship/ community engagement and service/research project (28 credits)

**CREDIT SYSTEM (TABLE:1)**  
**(Qualification Type and Credit Requirements.)**

Levels	Qualification Title	Credit Requirement
<b>Level 1</b>	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme  (Programme duration first year on two semesters of the under graduate programme.)	40
<b>Level 2</b>	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
<b>Level 3</b>	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
<b>Level 4(Optional)</b>	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- v. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- vi. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.



12. For Passing a **semester examination** and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- i. First division with honour's, where student score 75% or more marks.
- j. First division, where student score 60% or more marks.
- k. Second division, where students score 50% above but less than 60% marks.
- l. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

**13. Types of Courses:** Course are the basic units of education and/or training. Types of course shall be as follow.

- **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
  - Discipline Specific Elective (DSE) Course.
  - Dissertation/Project
- **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

**14. Ability Enhancement Course. (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

**15. Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

**16. General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE Relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 27**  
**Master of Home Science (M.H.Sc)**

**1. Title of the Degree:** Two years Post Graduate Degree

**2. Faculty Name:** Home Science

**3. Course Name:** Master of Home Science (M.H.Sc)

**In the following subjects:**

- Home Management
- Child Development
- Food and Nutrition
- Human development and Childhood Studies
- Development Communication and Extension
- Resource Management and Design Application
- Food Technology

**4. Eligibility for Admission:** Eligibility for Admission: Home Science undergraduate from any State /Central/Private University/Institute or equivalent system.

**5. Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

**6. Admission Procedure: Eligibility for Admission: Any undergraduate from any State /Central/Private University/Institute or equivalent system with Home Science stream.** Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

**7. Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.

**8. Duration of the Course:** The minimum duration of the Post Graduate Degree Programme shall be of Four (4) semesters.



**9. Examination:-**

- (gg) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
- (hh) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- (ii) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- (jj) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- (kk) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (ll) Span period of completion of courses shall be as prescribed in the respective regulation.
- (mm) Conduct of Examinations
  - (xv) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
  - (xvi) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
  - (xvii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.



- (xviii) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (xix) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
- (xx) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (xxi) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(nn) Makeup Examinations

- (vii) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (viii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (ix) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by



reappearing in theory / practical subjects / Internship, in the ensuing examination.

(oo) **Choice Based Grading System**

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(pp) **Award of Grade and Grade Points**

(ix) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.

(x) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

v.	<b>Theory Block</b>	
	Quizzes, assignments and regularity	20 %
	Mid – semester test (s)	20 %
	End – semester examination	60 %
	<b>Total</b>	<b>100 %</b>
vi.	<b>Practical Block</b>	
	Lab work and performance, quizzes,	40 %
	Assignments and regularity	
	End - semester examination	60 %
	<b>Total</b>	<b>100 %</b>

Practical training, and project work shall be treated as practical subjects.

(xi) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average



C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(qq) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(rr) Condoning of the Deficiency

- (v) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).



- (vi) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(ss) Award of Division and Merit List

- (ix) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (x) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xi) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (xii) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

(tt) Promotion to Higher Semester

- (v) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (vi) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.



**Ordinance No. 28**  
**Bachelor of Science (B.Sc.)**

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020, These provisions of this Ordinance shall be applicable from the academic session 2022-23)

1. **Title of the Degree: Three/four years Undergraduate Degree (CBCS Semester Mode)**
2. **Faculty Name: Science**
3. **Course Name: Bachelor of Science (B.Sc.)**  
**In the following subjects:**

Mathematics, Computer Science, Biology, Microbiology, Forensic Science, Food Science, Biotechnology, Fashion Design, Animation Design, Applied Chemistry, Cosmetic Technology, Embryology, Bio-Tech, Nanotechnology, Computer Applications, Information Technology, Zoology, Environment Science, Electronics, Electronics and Communication, Electronics Instrumentation, Library, Information Science, Applied Mathematics, Statistics, Actuarial Statistic, Applied Physics, Laser Science and Applications, Material Science, Nanomaterials, Nanotechnology, Electronic Media.

4. **Eligibility for Admission: Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in Science stream.**
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure. :** Candidate seeking admission in Bachelor of Science (B.Sc.) courses must have passed basic eligibility criteria i.e: **5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system** with science stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.



7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)
- (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.
- (ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively; there shall be no such bar for non-collegiate (private) Students.
9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

#### **1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

#### **2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.



**Exit-2 :** If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

### **3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

**Exit-3 :** If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

### **4<sup>th</sup> year (Seventh & Eight Semester-Level 4-Optional)**

**Entry-4:** An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management Of the University from time to time. Subject to approval by the concerned Regulatory Body.Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.



(i) **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

(ii) **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

**11. Credit System:** -The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

**CREDIT SYSTEM (TABLE:1)**  
**(Qualification Type and Credit Requirements.)**

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme  (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- vii. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- viii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.



12. For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- m. First division with honour's, where student score 75% or more marks.
- n. First division, where student score 60% or more marks.
- o. Second division, where students score 50% above but less than 60% marks.
- p. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

13. **Types of Courses:** Course are the basic units of education and/or training. Types of course shall be as follow.

- **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
  - Discipline Specific Elective (DSE) Course.
  - Dissertation/Project
- **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

14. **Ability Enhancement Course. (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

15. **Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

16. **General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 29**  
**Master of Science (M.Sc.)**

1. **Title of the Degree:** Two years Post Graduate Degree

2. **Faculty Name:** Science

3. **Course Name:** Master of Science (M.Sc.) Science

**In the following subjects:**

Mathematics, Physics, Computer Science, Botany, Zoology, Forensic Science, Environmental Science, Microbiology, Statistics, Biochemistry, Fashion Design, Animation Design, Biotechnology, Applied Chemistry, Cosmetic Technology, Embryology, Bio-Tech, Nanotechnology, Computer Applications, Information Technology, Zoology, Environment Science, Electronics, Electronics and Communication, Electronics Instrumentation, Library, Information Science, Applied Mathematics, Statistics, Actuarial Statistic, Applied Physics, Laser Science and Applications, Material Science, Nanomaterials, Nanotechnology, Electronic Media.

4. **Eligibility for Admission:** Eligibility for Admission: Science undergraduate from any state /central/private university/institute or equivalent system.

5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

6. **Admission Procedure:** Eligibility for Admission: Science undergraduate from any state /central/private university/institute or equivalent system with home science stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.

8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.



**9. Examination:-**

- (ww) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
- (xx) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- (yy) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- (zz) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- (aaa) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (bbb) Span period of completion of courses shall be as prescribed in the respective regulation.
- (ccc) Conduct of Examinations
  - (xxii) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
  - (xxiii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
  - (xxiv) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.



- (xxv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (xxvi) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
- (xxvii) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (xxviii) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(ddd) Makeup Examinations

- (x) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (xi) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (xii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by



reappearing in theory / practical subjects / Internship, in the ensuing examination.

(eee) **Choice Based Grading System**

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(fff) **Award of Grade and Grade Points**

(xiii) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.

(xiv) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

vii.	<b>Theory Block</b>	
	Quizzes, assignments and regularity	20 %
	Mid – semester test (s)	20 %
	End – semester examination	60 %
	Total	100 %
viii.	<b>Practical Block</b>	
	Lab work and performance, quizzes, Assignments and regularity	40 %
	End – semester examination	60 %
	Total	100 %

Practical training, and project work shall be treated as practical subjects.

(xv) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average



C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xvi) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(ggg) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(hhh) Condoning of the Deficiency

- (vii) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).



- (viii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(iii) Award of Division and Merit List

- (xiii) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (xiv) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xv) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (xvi) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

(jjj) Promotion to Higher Semester

- (vii) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (viii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.



(kkk) The Appointment of Examiners

- a. All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (x) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.
- (xi) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(III) The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (x) The Dean of the Faculty - Chairman
- (xi) The HOD of the concerned Department - Member
- (xii) Two seniors most teachers by rotation, as subject experts – Members.

**10. Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

**11. Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

**12. The Teaching Scheme:-**The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if



required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

### 13. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 30**  
**B.Sc. MULTIMEDIA & ANIMATION (B.Sc.-M&A)**

B.Sc. Multimedia and Animation Programme shall be of three academic years. Each year shall be divided into 2 semesters. Thus the programme shall be comprise of 6 semesters.

**1. INTAKE & FEES:**

- 1.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 1.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**2. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**3. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 3.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/ university with any subject.
- 3.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 3.3 The last date for admission will be as notified by the University.
- 3.4 Reservation: As per guideline of M.P. State Government / Statutory body of the University.
- 3.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.
- 3.6 Eligibility for Admission to NRI /other privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**4. DURATION OF PROGRAM:**

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.



4.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per University policy.

**5. MEDIUM OF INSTRUCTION:**

English or Hindi shall be medium of instruction and examination/dissertation.

**6. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**7. EXAMINATIONS:**

7.1 The subjects to be studied in different semesters of B.Sc. -M&A program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

7.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:

- During first year: B.Sc.-M&A - I & II semester.
- During second year: B.Sc.-M&A - III & IV semester.
- During third year: B.Sc.-M&A - V & VI semester.

7.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

7.4 Re-totaling/Re-valuation is permitted in all the papers.

**8. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the B.Sc.-M&A will be promoted to the higher class in accordance with the following rules:

8.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.

8.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.

8.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.

8.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.

8.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.



8.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 9. AWARD OF CREDITS AND GRADES:

9.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.

9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.

9.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

##### ➤ Theory Block

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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##### ➤ Practical Block

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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9.4 Practical training and project work shall be treated as practical subjects.

9.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.

9.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

#### Credit Based Grading System

Grade	% Marks range	Grade Point	Description of
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	(Based on absolute marks system)		performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

9.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**10. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the B.Sc.-M&A examination or as per University policy.

**11. AWARD OF DIVISION:**

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division

**12. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for B.Sc. -M&A program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts.

**13. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 13.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 13.2 Failing to complete the program within six years of commencement of the program.
- 13.3 Involvement in gross indiscipline in the Institute / University.
- 13.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 31**  
**Bachelor of Social work (B.S.W.)**

(As per the “ Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions” issued by UGC, New Delhi under National Education Policy 2020, These provisions of this Ordinance shall be applicable from the academic session 2022-23)

1. **Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Social Work
3. **Course Name:** Bachelor of Social work (B.S.W.)
4. **Eligibility for Admission:** **Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.**
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure. :** Candidate seeking admission in Bachelor of social work (B.S.W. )Courses must have passed basic eligibility criteria i.e.: **5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.** Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed **only** after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)



(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.

(ii) **The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.**

9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

#### **1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

#### **2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-2 :** If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

#### **3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.



**Exit-3 :** If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2, And 40 credits at level 3.

#### **4<sup>th</sup> year (Seventh & Eight Semester-Level 4-Optional)**

**Entry-4:** An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

- 10. The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

**(i) Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

**(ii) Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.



**11. Credit System:** -The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

**CREDIT SYSTEM (TABLE:1)**

**(Qualification Type and Credit Requirements.)**

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme  (Programme duration first year on two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- ix. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- x. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

**12. For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.**

- q. First division with honour's, where student score 75% or more marks.



- r. First division, where student score 60% or more marks.
- s. Second division, where students score 50% above but less than 60% marks.
- t. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

**13. Types of Courses:** Course are the basic units of education and/or training. Types of course shall be as follow.

- **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
  - Discipline Specific Elective (DSE) Course.
  - Dissertation/Project
- **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

**14. Ability Enhancement Course. (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

**15. Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

**16. General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 32**  
**Master of Social Work (M.S.W.)**

1. **Title of the Degree:** Two years Post Graduate Degree
2. **Faculty Name:** Social Work
3. **Course Name:** Master of Social work (M.S.W.)
4. **Eligibility for Admission:** **Eligibility for Admission:** Science undergraduate from any state /central/private university/institute or equivalent system.
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure: Eligibility for Admission:** Any undergraduate from any state /central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.
9. **Examination:-**
  - (mmmm) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
  - (nnnn) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
  - (oooo) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent



to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.

- (ppp) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- (qqq) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (rrr) Span period of completion of courses shall be as prescribed in the respective regulation.
- (sss) Conduct of Examinations

(xxix) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.

(xxx) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.

(xxxi) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.

(xxxii) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.

(xxxiii) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.

(xxxiv) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.

(xxxv) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of



examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

**(iii) Makeup Examinations**

(xiii) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.

(xiv) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.

(xv) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

**(iv) Choice Based Grading System**

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

**(v) Award of Grade and Grade Points**



- (xvii) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (xviii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

ix.	<b>Theory Block</b>	
	Quizzes, assignments and regularity	20 %
	Mid – semester test (s)	20 %
	End – semester examination	60 %
	<b>Total</b>	<b>100 %</b>
x.	<b>Practical Block</b>	
	Lab work and performance, quizzes, Assignments and regularity	40 %
	End – semester examination	60 %
	<b>Total</b>	<b>100 %</b>

Practical training, and project work shall be treated as practical subjects.

- (xix) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m < 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xx) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$



Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j \cdot NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

#### (www) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

#### (xxx) Condoning of the Deficiency

- (ix) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (x) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

#### (vii) Award of Division and Merit List

- (xvii) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:



CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (xviii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xix) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (xx) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- ~~(zz)~~ Promotion to Higher Semester
- (ix) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (x) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

#### ~~(aaa)~~ The Appointment of Examiners

- (xii) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (xiii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33.



- (xiv) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

**(b) The Moderation Board**

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (xiii) The Dean of the Faculty - Chairman
- (xiv) The HOD of the concerned Department - Member
- (xv) Two seniors most teachers by rotation, as subject experts – Members.

**10. Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

**11. Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

**12. The Teaching Scheme:-** The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academicians. Keeping this requirement in mind, Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

**13. General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.

The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 33****BACHELOR OF JOURNALISM AND MASS COMMUNICATION (BJMC)**

The three year Bachelor of Journalism & Mass Communication (BJMC) duration of the BJMC programme shall be of three academic years. Each year shall be divided into 2 semesters. Thus the programme shall be comprise of 6 semesters.

**1. INTAKE & FEES:**

1.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

1.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**2. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**3. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

3.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/ university with any subject.

3.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.

3.3 The last date for admission will be as notified by the University.

3.4 Reservation: As per guideline of M.P. State Government / Statutory body of the University.

3.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

3.6 Eligibility for Admission to NRI /other privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**4. DURATION OF PROGRAM:**

4.1 There shall be at least fourteen weeks of teaching in every semester.

4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.



4.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per university Policy.

**5. MEDIUM OF INSTRUCTION:**

English or Hindi shall be medium of instruction and examination/dissertation.

**6. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**7. EXAMINATIONS:**

7.1 The subjects to be studied in different semesters of BJMC program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

7.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:

- During first year: BJMC - I & II semester.
- During second year: BJMC - III & IV semester.
- During third year: BJMC - V & VI semester.

7.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

7.4 Re-totaling/Re-valuation is permitted in all the papers.

**8. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the BJMC will be promoted to the higher class in accordance with the following rules:

8.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.

8.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.

8.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.

8.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.

8.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.



8.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 9. **AWARD OF CREDITS AND GRADES:**

9.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.

9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.

9.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

##### ➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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##### ➤ **Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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9.4 Practical training and project work shall be treated as practical subjects.

9.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.

9.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

#### **Credit Based Grading System**

Grade	% Marks range	Grade Point	Description of
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	(Based on absolute marks system)		performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

9.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i=1,2,\dots,n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j=1,2,\dots,m$ , are the number of semesters in that program.

**10. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the BJMC examination or as per University Policy.

**11. AWARD OF DIVISION:**

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division

**12. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for BJMC program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts.

**13. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 13.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 13.2 Failing to complete the program within six years of commencement of the program.
- 13.3 Involvement in gross indiscipline in the Institute / University.
- 13.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 34****Master of Arts in Journalism and Mass Communication (MA:JMC)**

1. **Title of the Degree:** Master of Arts in Journalism and Mass Communication (MA:JMC)  
2 year course
2. **Faculty Name:** Journalism and Mass Communication
3. **Course Name:** Master of Arts in Journalism and Mass Communication (MA:JMC)
4. **Eligibility for Admission:** **Eligibility for Admission: Journalism and Mass communication undergraduate from any state /central/private university/institute or equivalent system.**
5. **Eligibility for Admission to NRI/Other Privileged Candidates. :** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** **Eligibility for Admission: Journalism and Mass communication undergraduate from any state /central/private university/institute or equivalent system with Journalism and Mass communication science stream.** Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.
9. **Examination:-**
  - (cccc) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc.; during the semester.
  - (dddd) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with



- an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- (eeee) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- (ffff) The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- (gggg) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (hhhh) Span period of completion of courses shall be as prescribed in the respective regulation.
- (iii) Conduct of Examinations
- (xxxvi) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
- (xxxvii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- (xxxviii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- (xxxix) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (xl) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.



- (xli) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (xlili) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take the decision, after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Deans of the Faculties. However, the decision of the Vice-Chancellor shall be final.

(jjjj) **Makeup Examinations**

- (xvi) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.

- (xvii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.

- (xviii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

(kkkk) **Choice Based Grading System**

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.



In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

(III) Award of Grade and Grade Points

- (xxi) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (xxii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

xi.	Theory Block	
	Quizzes, assignments and regularity	20 %
	Mid – semester test (s)	20 %
	End semester examination	60 %
	Total	100 %
xii.	Practical Block	
	Lab work and performance, quizzes, assignments and regularity	40 %
	End – semester examination	60 %
	Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (xxiii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

- (xxiv) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-



$$SGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

(mmmm) Attendance

Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Dean of the Faculty and the Vice-Chancellor of the University, respectively for satisfactory reasons.

(nnnn) Condoning of the Deficiency

- (xi) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (xii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(oooo) Award of Division and Merit List



- (xxi) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- (xxii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (xxiii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

- (xxiv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

(pppp)Promotion to Higher Semester

- (xi) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (xii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.

(qqqq)The Appointment of Examiners

- (xv) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of



Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.

(xvi) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 33

(xvii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(rrr) The Moderation Board

Wherever required, the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (xvi) The Dean of the Faculty - Chairman
- (xvii) The HOD of the concerned Department - Member
- (xviii) Two seniors most teachers by rotation, as subject experts – Members.

10. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

11. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

12. **The Teaching Scheme:-** The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind, Dissertation and Electives are being introduced in these

semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

### 13. General Instructions:

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.

The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 35****BACHELOR OF ARTS IN MULTIMEDIA & MASS COMMUNICATION (BA-M & MC)**

The B.A. Multimedia and Mass Communication (BA-M&MC) programme shall be of three years. Each year shall be divided into 2 semesters. Thus the programme shall be comprises of 6-Semesters. The duration of these course of study shall extended over Six-Semesters.

**1. INTAKE & FEES:**

- 1.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 1.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**2. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**3. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 3.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/ university with any subject.
- 3.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 3.3 The last date for admission will be as notified by the University.
- 3.4 Reservation: As per guideline of M.P. State Government / Statutory body of the University.
- 3.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.
- 3.6 Eligibility for Admission to NRI /other privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**4. DURATION OF PROGRAM:**

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per University Policy.



**5. MEDIUM OF INSTRUCTION:**

English or Hindi shall be medium of instruction and examination/dissertation.

**6. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**7. EXAMINATIONS:**

7.1 The subjects to be studied in different semesters of BA-M&MC program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

7.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:

- During first year: BA-M&MC - I & II semester.
- During second year: BA-M&MC - III & IV semester.
- During third year: BA-M&MC - V & VI semester.

7.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

7.4 Re-totaling/Re-valuation is permitted in all the papers.

**8. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the BA-M&MC will be promoted to the higher class in accordance with the following rules:

8.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.

8.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.

8.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.

8.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.

8.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.

8.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**9. AWARD OF CREDITS AND GRADES:**

9.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.



9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.

9.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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➤ **Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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9.4 Practical training and project work shall be treated as practical subjects.

9.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.

9.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal



9.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**10. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the BA-M&MC examination or as per University Policy.

**11. AWARD OF DIVISION:**

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division

**12. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for BA-M&MC program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts.

**13. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 13.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 13.2 Failing to complete the program within six years of commencement of the program.
- 13.3 Involvement in gross indiscipline in the Institute / University.
- 13.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 36**  
**Bachelor of Physical Education (B.P.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTA'S University, Dewas

Faculty of Education and Physical Education shall offer following Under Graduate Programs:

**(i) Bachelor of Physical Education (B.P.Ed.)**

- (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admissions:

The eligibility for admission to the first year of B. P. Ed. Courses shall be Bachelor's Degree in any discipline and having at least participation in the Inter College / Inter Zone / District / School Competition in sports and games as recognized by the AIU / IOA / SGFI / Government of India. In addition, the University shall follow all the guidelines as given by the NCTE / State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

- (e) The Teaching Scheme:



The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Educators with the expected post-graduates attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice-based credit system.

(f) **The Examination Scheme:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

**Eligibility for Award of the Degree:**

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. No dues to the University, Hostels, Libraries, NC etc. and
- e. No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as up to 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

**General Instructions:**

The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant

Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University regarding specific courses shall be applicable. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.

The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.



**Ordinance No. 37**  
**Master of Education (M.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas  
Faculty of Education and Physical Education shall offer following Post Graduate Program:

**Master of Education (M.Ed.)**

- (a). The University shall offer above courses as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admission:

The eligibility for admission to the first year of M.Ed. Courses shall be B.Ed. / B.A.B.Ed. / B.Sc.B.Ed. / B.El.Ed. /ITEP with an undergraduate degree with percentage marks as per NCTE guidelines. Admissions shall be made on the merit of the marks obtained in the qualifying examination and the entrance examination or any other selection process as per the policy of the Central / State Government / University / UT Administration. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.



## (e) The Teaching Scheme:

The curriculum shall include theory (core and specialization) courses, practicum, internship and attachment. The programme implementation and assessment shall be as prescribed by the NCTE.

The teaching scheme and the syllabus of the different subjects and courses shall be prepared by the Departmental Council. The course must be designed to provide opportunities for students to extend as well as deepen their understanding of Education, specialize in selected areas, develop research capabilities leading to specialization in either elementary or secondary education. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice based credit system.

## (f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

**Eligibility for Award of the Degree:**

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. No dues to the University, Hostels, Libraries, NC etc. and
- e. No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

**General Instructions:**

The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.

The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.



**Ordinance No. 38****BACHELOR OF ARTS IN DEFENCE AND STRATEGIC STUDIES**

1. Title of the Award : Bachelor of Arts (Defence and Strategic Studies)
2. Name of Faculty : Faculty of Defence Studies
3. Course Name : Bachelor of Arts (Defence and Strategic Studies)
4. Duration of the Course : 4 Years (8 semesters) as per National Education Policy (NEP) 2020 or 3 Years (6 semester)

**5. Eligibility for Admission:**

Students who have passed the 12th examination or any other equivalent examination in any stream from a recognized board will be eligible to take undergraduate/bachelor's program.

**Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

**6. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

**7. Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

**8. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**9. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

**10. Medium of Instruction and Examination:**

The medium of instruction and examination shall be English/ Hindi.

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**11. Examination**

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

**12. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

**13. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course of B.A. ordinarily as Prescribed by National Education Policy (NEP) 2020 from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**14. General Instruction:**

- i. For matters not covered in this specific ordinance, general rules and regulations of Vikrant University regarding specific courses are applicable. In other matters, the Board of Management of Vikrant University shall be competent to take any decision.
- ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.

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**Ordinance No. 39****BACHELOR OF SCIENCE IN DEFENCE AND STRATEGIC STUDIES**

- |                           |   |
|---------------------------|---|
| 1. Title of the Award     | : Bachelor of Science (Defence and Strategic Studies)                                       |
| 2. Name of Faculty        | : Faculty of Defence Studies  |
| 3. Course Name            | : Bachelor of Science (Defence and Strategic Studies)                                       |
| 4. Duration of the Course | : 4 Years (8 semesters) as Per National Education Policy (NEP) 2020 or 3 Years (6 semester) |

**5. Eligibility for Admission:**

Students who have passed the 12th examination or any other equivalent examination in any stream from a recognized board will be eligible to take undergraduate/bachelor's program.

**6. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

**7. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

**8. Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

**9. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**10. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

**11. Medium of Instruction and Examination:**

The medium of instruction and examination shall be English/ Hindi.



**12. Examination**

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

**13. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

**14. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course of B.Sc. ordinarily within as Prescribed by National Education Policy (NEP) 2020 from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**15. General Instruction:**

- i. For matters not covered in this specific ordinance, general rules and regulations of Vikrant University regarding specific courses are applicable. In other matters, the Board of Management of Vikrant University shall be competent to take any decision.
- ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.



**Ordinance No. 40****MASTER OF ARTS IN DEFENCE AND STRATEGIC STUDIES**

1. Title of the Award : Master of Arts (Defence and Strategic Studies)
2. Name of Faculty : Faculty of Defence Studies
3. Course Name : M.A. in Defence and Strategic Studies  
: M.A. in Defence and National Security Studies
4. Duration of the Course: : 1 years (2 semesters) as per National Education Policy (NEP)  
2020 or 2 Years (4 semester)

**5. Eligibility for Admission:**

Student passed graduation or any other equivalent examination with defence and strategic studies as a major subject from a recognized University will be eligible to take admission in the Master / post-graduation program.

**6. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

**7. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

**8. Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

**9. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**10. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

**11. Medium of Instruction and Examination:**



The medium of instruction and examination shall be English/ Hindi.

**12. Examination**

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

**13. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

**14. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course of M.A in Defence studies ordinarily within as per National Education Policy (NEP)2020 from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**15. General Instruction:**

- i. For matters not covered in this specific ordinance, general rules and regulations of Vikrant University regarding specific courses are applicable. In other matters, the Board of Management of Vikrant University shall be competent to take any decision.
- ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.



**Ordinance No. 41**  
**M.Sc. IN DEFENCE AND STRATEGIC STUDIES**

- |                                  |  |
|----------------------------------|--|
| 1. Degree Title                  | : Master of Science (Defence and Strategic Studies)            |
| 2. Name of Faculty               | : Faculty of Defence Studies                                   |
| 3. Course Name                   | : M.Sc. in Defence and Strategic Studies                       |
| 4. Duration of the Course: (NEP) | : 1 years (2 semesters) as per National Education Policy (NEP) |
|                                  | 2020 or 2 Years (4 semesters)                                  |

**5. Eligibility for Admission:**

Student passed graduation or any other equivalent examination with defence and strategic studies as a major subject from a recognized University will be eligible to take admission in the Master / post-graduation program.

**6. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

**7. Admission Procedure:**

- The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

**8. Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

**9. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**10. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

**11. Medium of Instruction and Examination:**



The medium of instruction and examination shall be English/ Hindi.

**12. Examination**

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

**13. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

**14. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course of M.Sc. in Defence studies ordinarily within as prescribed by National Education Policy (NEP) 2020 from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**15. General Instruction:**

i. For matters not covered in this specific ordinance, general rules and regulations of Vikrant University regarding specific courses are applicable. In other matters, the Board of Management of Vikrant University shall be competent to take any decision.

ii. In the above Ordinance, any amendments or rule changes made by the University Grants Commission, the Regulatory Council of Madhya Pradesh Private University Regulatory Commission, or the State or Central Government from time to time in accordance with the National Education Policy or other perspectives shall be automatically implemented. No separate amended ordinance shall be required for this purpose.



**Ordinance No. 42**  
**Bachelor of Education (B.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas

Faculty of Education and Physical Education shall offer following Under Graduate Program:

- (i) Bachelor of Education (B.Ed.)
- (a) The University shall offer above course as per guidelines of the National Council for Teachers Education (NCTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- (b) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (c) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (d) Admission:

Candidates with Bachelor's Degree in Sciences / Social Sciences / Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics or any other qualification equivalent thereto, with percentage marks as per NCTE guidelines are eligible for admission in the programme. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions and intake from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.



## (e) The Teaching Scheme:

The curriculum, programme implementation and the assessment shall be as per the NCTE norms notified from time to time. The curriculum shall be designed to integrate the study of subject knowledge, human development, pedagogical knowledge and communication skills. The programme shall comprise broad curricular areas namely Perspectives in Education, Curriculum and Pedagogical Studies, Engagement with the Field and School Internship. The programme implementation shall be as to meet the specific demands of such professional programmes of study. The Academic Faculty as per norms prescribed by the NCTE shall cater to the foundation and pedagogy courses in a flexible manner so as to optimize academic expertise available.

These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. Further, the University shall follow the NCTE / UGC guidelines and adopt the choice-based credit system.

## (f) The Examination Scheme:

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

**Eligibility for Award of the Degree:**

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- e. No dues to the University, Hostels, Libraries, NC etc. and
- f. No disciplinary action is pending against him.

**Attendance Requirement:**



A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 4 years.

**General Instructions:**

- The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty School / Centres / Institutes located in University campus.



**Ordinance No. 43****Four-year Integrated Teacher Education Programme (ITEP)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas

Title of the Degree : Four-year Integrated Teacher Education Programme (ITEP)  
Name of Faculty : Faculty of Education & Physical Education  
Course Name : ITEB  
Duration of the Course : 4 years (8 semesters)

**Eligibility For Admission:****For Degree (Ist year) (Regular):**

Candidates who have passed duly recognized following examination:

Final examination of the 10+2 (at least 33%) of MP Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

10+2 (at least 33%) Vocational Examination by any recognized Central / State Board Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCTE / other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

**Eligibility for Admission to NRI / other privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government:

**Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview.

**Intake:**



The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

**Academic cycle / year:**

There will be one / two academic cycle for these courses every year like Summer & Winter as decided by the University.

**Course Structure:**

The **Course** structure of **Degree** (Regular) shall be as **per the recommendation** of the concerned Board of studies of the Faculty of the University **approved** by the **Academic Council** as per norms of the regulatory body.

**Medium of Instructions and Examination:**

The medium of instructions and examination shall be English /Hindi

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**Eligibility for Award of the Degree:**

A student shall be declared to be eligible for award of the Degree if he has:

- a. Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training Educational Tour, Project Work and other Assignments etc wherever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable.
- d. No dues to the University, Hostels, Libraries, NC etc. and
- e. No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**



A candidate has to complete the entire course of Degree ordinarily within a maximum period of Six years.

**General Instructions:**

The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.

The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.

The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.



**Ordinance No. 44**  
**MASTER OF PHYSICAL EDUCATION AND SPORTS (MPES)**

**1.0 Degree Title :-** Master of Physical Education and Sports (MPES)

**2.0 Duration of the Course :-** 2 Years (4 Semesters)

**3.0 Minimum Eligibility :-** Candidate who have passed

➤ B.P. Ed. with at least 45% marks

OR

➤ BPES with at least 45 % marks

OR

➤ B.Sc. (Health & Physical Education) with at least 45% marks.

OR

➤ BPE with at least 45% marks

OR

➤ Any University examination in India or in any foreign country recognized as equivalent to Graduation in relevant field with at least 45 % marks.

AND

The relaxation in the percentage of marks in the qualifying examination and in the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable.

**4.0 Admission Procedure: -**

On merit, on the basis of the qualifying examination/ Entrance examination following norms of the concerned regulatory body (UGC) and approved by admission Board of university.

The Reservation of SC, ST, OBC and physically handicapped shall be as per rules of State/Central Govt. and Regulatory Body.

**5.0 Number of Seat: -**

It will be decided by the University from time to time, as per the norms laid down by concerned Apex Regulatory Body, if any.

**6.0 Examination: -**

Examination will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of the examinations, promotion to subsequent semesters and course of the studies shall be as per the recommendations of the concerned Board of studies with



due approval of Academic Council, for matters not covered in this ordinance, general rules and regulations shall be application. For all other matters, the decision of the Board of Management shall be binding. The mode of examination will be Hindi or English only.

**7.0 Eligibility for Degree :-**

**Eligibility for Award of the Master of Physical Education and Sports (MPES)**

A student shall be declared to be eligible for award of the degree of Master of Physical education and Sports if he/she has.

- a) Registered and successfully completed all the score courses and projects within maximum period of four years from the date of registration (Admission).
- b) Successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/her study within the stipulated time.
- c) Earned the specified credits in all the categories of subjects.
- d) Secured a CGPA of S.O.
- e) No Dues to the University, Hostels, Libraries, NCC/ NSO/Sports etc.  
And
- f) No disciplinary action is pending against him/her.

**8.0 Attendance Requirement: -**

A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

**9.0 General Instructions and Provision: -**

For matters not covered in this specific ordinance general rules and regulation of AMALTAS University regarding specific courses is applicable. In other matters Board of Management of university shall be competent to take any decision.

**10.0 Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision. The decision of the Vice-Chancellor shall be final.**



**Ordinance No. 45**  
**DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas  
Faculty of Education and Physical Education shall offer following DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.) program

**Duration: Two Years**

The duration of the programme shall be of two academic sessions/years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer/winter/ staggered) are available to the learners for guided supervised instructions and face-to-face contact sessions.

**Eligibility for Admission.**

Candidates seeking admission to this course must have passed Senior Secondary (Class: XII) or equivalent examination with minimum 50% marks. The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt. or NCTE norms wherever is applicable.

**Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government as per NCTE norms.

**Admission procedure:**

Admission under this College will be made as follows:

- (a) The University will issue admission notification in newspapers, on the University's website, notice Board of the University and in other publicity media before the start of every cycle
- (b) List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice Board of the University/University's website! Or the student will be informed directly of their admission after the last date of application. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally, such candidates however must produce the previous year Mark sheet/Faculty/College certificates as a proof of required eligibility criteria. The candidates so admitted shall have to Present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
- (c) The application form may be rejected due to any of the following reasons:
  1. The candidate does not fulfil the eligibility conditions.
  2. The prescribed fee is not paid.
  3. The application form is not signed by the candidate and his/her parent guardian, wherever required.



4. Supporting documents for admission are not enclosed.
- (d) Enrolments/Registration number will be assigned to the student by the University after verification & submission of all the necessary document and fees.
- (e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by NCTE shall also follow.

**Intake**

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the concerned Regulatory Body.

**Academic cycle/Year:**

There will be one academic cycle for these courses every year as decided by the University.

**Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council as per norms of Regulatory Body.

**Medium of Instructions and Examination:**

The medium of instructions and examination shall be either Hindi or English

**Examination:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance 4(B) shall be applicable in the current ordinance.

**Eligibility for Award of the Diploma in Elementary Education (D.El.Ed.):**

A student shall be declared to be eligible for award of the Diploma if he has:

- a) Registered and successfully completed all the Core Courses, Optional. Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Successfully earned the specified credits in all the categories of subjects as applicable;
- d) No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- e) No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as up to 15% admissible within applicable regulations.

**Maximum Duration for Completion of Course**

A Candidate has to complete the entire course of Diploma in Elementary Education (D.El.Ed.) within a maximum period of four years from the session of first admission.



**Ordinance No. 46**  
**BACHELOR OF MANAGEMENT AND BACHELOR OF LAWS**  
**(B.B.A.LL.B. Honours)**

**1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Management and Bachelor of Laws B.B.A.LL.B. (Hons.) . The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 Course shall be so ever run on Semester System as per BCI Norms.
- 1.3 This Course shall be run by the faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.B.A.LL.B. (Hons.) shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

**2 AIMS AND OBJECTIVES:**

AMALTAS University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.B.A.LL.B.(Hons.) Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B.B.A.LL.B.(Hons.) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**2.2 OBJECTIVES**

The broad objectives of the B.B.A.LL.B.(Hons.) program are as follows:

- 2.2.A To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists Advocates, Law fraternity and any other relevant profession at the completion of the program.
- 2.2.B To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.C To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.



2.2.D To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

### **3 ELIGIBILITY FOR THE DEGREE:**

- a) A Candidate shall be eligible for the degree of Bachelor of Management & Bachelor of laws, B.B.A.LL.B. (Hons.) When he has undergone the prescribed course of study for a period of not less than five years in the Institution and has passed the requisite examination in all the subjects.
- b) The maximum period to this course should not exceed 8 years.

### **4 APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor of Business Administration and Bachelor of Laws B.B.A.LL.B. (Hons.)

### **5 DURATION:**

The Duration of the Integrated Degree of Bachelor of law B.B.A.LL.B.(Hons.) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

### **6 INTAKE AND FEES:**

- 6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of Madhya Pradesh.

### **7 ACADEMIC YEAR:**

There will be two academic cycles every year, One from July to December and second from January to June .

### **8 ELIGIBILITY FOR ADMISSION:**

- 8.1 Candidates seeking admission to the B.B.A.LL.B. (Hons.) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI students can be admitted as per applicable norms.

**8.1.A** Eligibility and age for admission in B.B.A.LL.B. (Hons.) degree will be as per prevailing norms of BCI from time to time.

**8.1.B** The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.



- 8.2** Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.B.A.LL.B. (Hons.) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

## **9 ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 9.1** The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 9.2** List of candidates provisionally selected for admission / shortlisted based on merit/ Entrance Examination marks or direct will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4** If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 9.5** The application form may be rejected due to any of the following reasons:
- 9.5.A** The candidate does not fulfill the eligibility conditions.
- 9.5.B** The prescribed fess is not deposited.
- 9.5.C** The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 9.5.D** Supporting documents for admission are not enclosed.
- 9.6** Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7** Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **10 COURSE STRUCTURE:**

- 10.1** The B.B.A.LL.B (Hons.) course in semester system shall consist of:
- 10.1.A** Such courses (papers) as prescribed by the University.
- 10.1.B** Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
- 10.1.C** Such scheme of examination as prescribed, by the University from time to time.
- 10.2** The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic



council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

## 11 **MEDIUM OF INSTRUCTION:**

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

## 12 **EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

12.1.A Attended at least 75% of lectures/ practical delivered or as per University Policy.

12.1.B Paid all the fees due

12.1.C Obtained 'No Dues' certificate from the concerned Department / Institute / College.

12.1.D Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

12.1.E Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- 12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 12.3 Examinations will be conducted by the AMALTAS University, Dewas in the months notified as follows:

1	1 <sup>st</sup> Year	Two Semester
2	2 <sup>nd</sup> Year	Two Semester
3	3 <sup>rd</sup> Year	Two Semester
4	4 <sup>th</sup> Year	Two Semester
5	5 <sup>th</sup> Year	Two Semester

- Examinations shall be in theory and practical training as stipulated.
- A candidate will be permitted to appear for the examination only if:



- a) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training-course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the 1ectures in the aggregate for the semester or the annual examination as the case may be.
- b) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
- c) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20
2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

- b) There will be an external examiner to evaluate the project report. Candidates should obtain Grade D to qualify in project work external examination.
- c) CGPA of 5.0 is required at the end of Semester.

### 13 Rules for award of grades

- a) After the evaluation, only grades should be allotted to the students for the Degree courses.
- b) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each paper.



- c) There shall be a 10-Point Absolute Grading System for grading in each head of passing. The system shall have seven, the highest being 10.
- d) The credits specified for B.A. LL.B.(HONS.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- e) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

#### Range of marks for Absolute Grading

#### THE GRADING SYSTEM UNDER

##### Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good
5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

#### EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.



- A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.
- B) The Weights for performance at UE and IA shall respectively be 80% and 20%.
- C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.
- D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrolment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

### **STANDARDS OF PASSING**

- A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.
- B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.
- C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.
- D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

- a) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.
- b) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.
- c) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the B.B.A.LL.B.. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A.LL.B.. (Integrated) first to final year examination i.e. all ten semester as under.

### **ALLOCATION OF GRADES**



Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

#### **14 PROMOTION RULES:**

- 14.1** The minimum passing marks in each, paper shall be 4 letter grade and passing marks in aggregate shall be 5.0 letter grade of that semester examination.
- 14.2** A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 14.3** A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 14.4** A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 14.5** No candidates shall be declared to have cleared the final B.B.A.LL.B. (Hons.) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.B.A.LL.B. (Hons.) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.B.A.LL.B. (Hons.) examinations in the year in which he / she fully clears all the previous semester examination.
- 14.6** The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 14.7** A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 14.8** The subjects and paper for each year of B.B.A.LL.B. (Hons.) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.



- 14.9 The minimum passing marks in each year's examination shall be 5.0 letter grade in the aggregate of all the paper and 4.0 letter grade in each individual paper. Division to successful candidate for the B.B.A.LL.B. (Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A.LL.B. (Hons.) first to final year examination i.e. all ten semester as under.
- 14.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B.A.LL.B. (Hons.) examination shall have answering questions though the medium of English/Hindi/as per syllabus prescribed.
- 15 **MERIT LISTS:**  
Merit list of the candidates will be prepared in the order of merit which shall be declared at the end of the last as per university norms. i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt and merit holder will be one who has passed without any break in any semester.
- 16 **MAXIMUM DURATION OF COMPLETION OF COURSE:**  
The maximum duration of the course shall be eight years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.
- 17 **REVALUATION:**  
17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.  
17.2 Revaluation shall be done by an external examiner other than the first one.  
17.3 Revaluation shall be permitted in any two theory papers only.  
17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.
- 18 **PROGRAM OUTCOMES:**  
At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.
- 19 **CANCELLATION OF ADMISSION:**  
19.1 Admission of a student may be cancelled under following grounds:  
19.1.A At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.  
19.1.B Failing to complete the course within eight years of commencement of the course.  
19.1.C Involvement in gross indiscipline in the University.
- 20 **GENERAL:**  
Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 47**  
**BACHELOR OF LAWS LL.B. (Honours)**

**1. AIMS AND OBJECTIVES:**

AMALTAS University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LL.B.(Hons.) Program has the following Aim and Objectives:-

**1.1 AIMS**

The aim of LL.B.(Hons.) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**1.2 OBJECTIVES**

1.2.1 To impart Law education for creating competent professionals.

1.2.2 To promote a yearning for creativity, entrepreneurship and research.

1.2.3 To establish synergistic relationships with the Legal experts and the society.

1.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

**2. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of then Bachelor of Law LL.B.(Hons.)

**3. COURSE & FACULTY**

3.1 This ordinance shall be applicable to the Bachelor of Law (abbreviated LL.B.(Hons.) an undergraduate, or bachelor degree in law of three years duration. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.

3.2 This course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI therefore.

**4. DURATION:**

The Duration of the Degree of Bachelor of law LL.B.(Hons.) shall comprise a course of study spread over a period of three academic years (six semesters) and candidate will have to be a full time student.

**5. INTAKE AND FEES:**



- 5.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
  - 5.2 No candidate shall be admitted to second/ third/ Fourth/ Fifth/ Sixth semester on transfer unless the same course of study is prescribed in transferring university and prior opinion of Dean/ Head of the Department is obtained.
  - 5.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
6. **ACADEMIC YEAR:**  
There will be two academic cycles every year, one from July to December and second from January to June
7. **ELIGIBILITY FOR ADMISSION:**
- 7.1 Candidates seeking admission to the three year LL.B.(Hons.) course must have passed the Bachelor's Degree examination in any subjects or an equivalent examination and secure the aggregate marks/ grade not less than 45% of total marks or equal in all the core subjects and English Language put together.
    - 7.1.1 Eligibility and age for admission in LL.B.(Hons.). Degree will be as per prevailing norms of BCI.
    - 7.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / regulatory body/as per BCI norms.
  - 7.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in LL.B.(Hons.). Course. They will have to provide proof of passing the examination within reasonable time from the date of admission.
8. **ADMISSION PROCEDURE:**  
Admission under this course will be made as follows:
- 8.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
  - 8.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
  - 8.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a



proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.

- 8.4 If a candidate admitted provisionally under (8.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 8.5 The application form may be rejected due to any of the following reasons:
  - 8.5.1 The candidate does not fulfill the eligibility conditions.
  - 8.5.2 The prescribed fess is not deposited.
  - 8.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 8.5.4 Supporting documents for admission are not enclosed.
- 8.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 8.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## 9. COURSE STRUCTURE

- 9.1 The LL.B.(Hons.). course in semester system shall consist of:
  - 9.1.1 Such courses (papers) as prescribed by the University.
  - 9.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
  - 9.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 9.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 9.3 Each semester course shall be conducted in not less than 18 weeks with not less than as per BCI norms including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

## 10. MEDIUM OF INSTRUCTION:

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

## 11. EXAMINATION SCHEME:



- 11.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
- 11.1.1 Attended at least 75% of lectures/ practical delivered or as per university Policy.
  - 11.1.2 Paid all the fees due
  - 11.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.
  - 11.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
  - 11.1.5 Received in-plant training as perceived by the Director / Head / Principal.

Clause (11.1.1) shall not be applicable to Ex-Student candidates.

- 11.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- 11.3 Examinations will be conducted by the AMALTAS University, Dewas in the months notified as follows:

1	1 <sup>st</sup> Year	Two Semester
2	2 <sup>nd</sup> Year	Two Semester
3	3 <sup>rd</sup> Year	Two Semester

- Examinations shall be in theory and practical/internal training as stipulated.
- A candidate will be permitted to appear for the examination only if:
  - d) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training-course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the 1ectures in the aggregate for the semester or the annual examination as the case may be.
  - e) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
  - f) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20



2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

- d) There will be an external examiner to evaluate the project report. Candidates should obtain minimum letter Grade D to qualify in project work external examination.
- e) CGPA of 5.0 is required at the end of Semester.

## 12. Rules for award of grades

- f) After the evaluation, only grades should be allotted to the students for the Degree courses.
- g) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each Paper.
- h) There shall be a 10-Point Absolute Grading System for grading in each head of passing. The system shall have seven, the highest being 10.
- i) The credits specified for LL.B.(Hons.)5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- j) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

### Range of marks for Absolute Grading

### THE GRADING SYSTEM UNDER

#### Point Scale for Grading



S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good
5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

### EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrollment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

### STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.



C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

- d) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.
- e) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.
- f) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the LL.B.(Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the LL.B.(Hons.) first to final year examination i.e. all ten semester as under.

### **ALLOCATION OF GRADES**

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B.(Hons.) degree course in First division with distinction.

### **13. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE:**

13.1 From Odd semester to even semester:

A candidate who has appeared in the odd-semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

13.2 From Even semester to odd semester:

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:



- 13.2.1 A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B.(Hons.). First Year to Third Semester of LL.B.(Hons.)Second Year
- 13.2.2 A backlog of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B.(Hons.)First Year) for his promotion from Fourth Semester of LL.B.(Hons.)Second Year to Fifth Semester of LL.B.(Hons.)Final/Third year.
- 13.3 The minimum passing marks in each, paper shall be 4.0 letter grade and passing marks in aggregate shall be 5.0 letter grade of that Semester Examination.
- 13.4 A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 5.0 or more grades. A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the UNIVERSITY, for any purpose whatever.
14. **EX-STUDENTSHIP:**  
Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B.(Hons.)First Year, LL.B.(Hons.)Second Year and LL.B.(Hons.). Third/Final Year as under:
- 14.1 Ex-student in LL.B.(Hons.). First Year- if he carries backlog of three or more papers in First and/or Second Semester of LL.B.(Hons.). First Year.
- 14.2 Ex-student in LL.B.(Hons.). Second Year - If he carries backlog of three or more papers in Third and/or Fourth Semester of LL.B.(Hons.). Second Year.
- 14.3 Ex-student in LL.B.(Hons.) Third/Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester LL.B.(Hons.). Third/Final Year.
15. **MERIT LISTS:**  
Merit list of candidates will be prepared in the order of merit which shall be declared at the end of the last i.e. sixth semester from amongst the candidates who have passed all previous semesters in one attempt.
16. **MAXIMUM DURATION OF COMPLETION OF COURSE:**  
A candidate has to complete the entire course of LL.B.(Hons.). within a maximum period of five years from the session of first admission or as per University Policy.
17. **REVALUATION:**
- 17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 17.2 Revaluation shall be done by an examiner other than the first one.
- 17.3 Revaluation shall be permitted in any two theory papers only.
- 17.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.
18. **CANCELLATION OF ADMISSION:**
- 18.1 Admission of a student may be cancelled under following circumstances:
- 18.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 18.1.2 Failing to complete the course within six years of commencement of the course.
- 18.1.3 Involvement in gross indiscipline in the University.
19. **GENERAL:**  
Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 48****BACHELOR OF ARTS AND BACHELOR OF LAWS(B.A.LL.B. Honours)****1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Laws B.A.LL.B (Hons.).The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 Course shall be so ever run-on Semester System as per BCI Norms.
- 1.3 This Course shall be run by the faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.A.LL.B (Hons.).course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

**2 AIMS AND OBJECTIVES:**

AMALTAS University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.A.LL.B (Hons.).Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B.A.LL.B (Hons.).Program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**2.2 OBJECTIVES**

The broad objectives of the B.A.LL.B (Hons.) Program are as follows:

- 2.2.A To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists Advocates, Law fraternity and any other relevant profession at the completion of the program.
- 2.2.B To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.C To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.
- 2.2.D To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and



their outcomes in general, and as related to Law profession specifically.

**3 ELIGIBILITY FOR THE DEGREE:**

- c) A Candidate shall be eligible for the degree of Bachelor of Arts and Bachelor of Laws, BALLB (Hons) when he has undergone the prescribed course of study for a period of not less than five years in the Institution and has passed the requisite examination in all the subjects.
- d) The maximum period to this course should not exceed 8 years.

**4 APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor of Arts and Bachelor of Laws B.A.LL.B (Hons.)

**5 DURATION:**

The Duration of the Integrated Bachelor of Arts and Bachelor of Laws B.A.LL.B(Hons.) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

**6 INTAKE AND FEES:**

- 6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of Madhya Pradesh.

**7 ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to December and second from January to June.

**8 ELIGIBILITY FOR ADMISSION:**

- 8.1 Candidates seeking admission to the B.A.LL.B (Hons.) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI students can be admitted as per applicable norms.
  - 8.1.A Eligibility and age for admission in B.A.LL.B(Hons.) degree will be as per prevailing norms of BCI from time to time.
  - 8.1.B The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.



- 8.2** Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.A.LL.B(Hons.) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

## **9 ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 9.1** The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 9.2** List of candidates provisionally selected for admission / shortlisted based on merit/ Entrance Examination marks or direct will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4** If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 9.5** The application form may be rejected due to any of the following reasons:
- 9.5.A** The candidate does not fulfil the eligibility conditions.
- 9.5.B** The prescribed fess is not deposited.
- 9.5.C** The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 9.5.D** Supporting documents for admission are not enclosed.
- 9.6** Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7** Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **10 COURSE STRUCTURE:**

- 10.1** The B.A.LL.B(Hons.) course in semester system shall consist of:
- 10.1.A** Such courses (papers) as prescribed by the University.
- 10.1.B** Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
- 10.1.C** Such scheme of examination as prescribed, by the University from time to time.
- 10.2** The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic



council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

- 10.4 Compulsory paper and clinical paper will be as per BCI norms.

**11 MEDIUM OF INSTRUCTION:**

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

**12 EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

12.1.A Attended at least 75% of lectures/ practical delivered or as per University Policy.

12.1.B Paid all the fees due

12.1.C Obtained 'No Dues' certificate from the concerned Department / Institute / College.

12.1.D Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

12.1.E Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- 12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 12.3 Examinations will be conducted by the AMALTAS University, Dewas in the months notified as follows:

1	1 <sup>st</sup> Year	Two Semester
2	2 <sup>nd</sup> Year	Two Semester
3	3 <sup>rd</sup> Year	Two Semester



4	4 <sup>th</sup> Year	Two Semester
5	5 <sup>th</sup> Year	Two Semester

- Examinations shall be in theory and practical training as stipulated.
- A candidate will be permitted to appear for the examination only if:

- The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training-course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the 1ectures in the aggregate for the semester or the annual examination as the case may be.
- He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
- Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20
2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.

- There will be an external examiner to evaluate the project report. Candidates should obtain Grade D to qualify in project work external examination.
- CGPA of 5.0 is required at the end of Semester.

### 13 Rules for award of grades



- k) After the evaluation, only grades should be allotted to the students for the Degree courses.
- l) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each paper.
- m) There shall be a 10-Point **Absolute** Grading System for grading in each head of passing. The system shall have seven, the **highest** being 10.
- n) The credits specified for B.A. LL.B.(HONS.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- o) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

#### Range of marks for Absolute Grading

#### THE GRADING SYSTEM UNDER

##### Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good
5	51-60	C+	6	Above Average
6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail



### EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrollment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

### STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.

C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

- g) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.
- h) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.
- i) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the B.A. L.L.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A. L.L.B. (Integrated) first to final year examination i.e. all ten semester as under.



**ALLOCATION OF GRADES**

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

**14 PROMOTION RULES:**

- 14.1 The minimum passing marks in each, paper shall be 4 letter grade and passing marks in aggregate shall be 5.0 letter grade of that semester examination.
- 14.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 14.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 14.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 14.5 No candidates shall be declared to have cleared the final B.A.LL.B(Hons.) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.A.LL.B(Hons.) Semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.A.LL.B(Hons.) examinations in the year in which he / she fully clears all the previous semester examination.
- 14.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 14.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 14.8 The subjects and paper for each year of B.A.LL.B(Hons.) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion



moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.

- 14.9 The minimum passing marks in each year's examination shall be 5.0 letter grade in the aggregate of all the paper and 4.0 letter grade in each individual paper. Division to successful candidate for the B.A.LL.B(Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A.LL.B(Hons.) first to final year examination i.e. all ten semester as under.

- 14.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.A.LL.B(Hons.) examination shall have answering questions though the medium of English/Hindi/as per syllabus prescribed.

**15 MERIT LISTS:**

Merit list will be prepared in the order of merit which shall be declared at the end of the final semester as per university norms. i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt and merit holder will be one who has passed without any break in any semester.

**16 MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be eight years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

**17 REVALUATION:**

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an external examiner other than the first one.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

**18 PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

**19 CANCELLATION OF ADMISSION:**

19.1 Admission of a student may be cancelled under following grounds:

**19.1.A** At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.

**19.1.B** Failing to complete the course within eight years of commencement of the course.

**19.1.C** Involvement in gross indiscipline in the University.

**20 GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 49**  
**BACHELOR OF COMMERCE AND BACHELOR OF LAWS**  
**(B.COM.LL.B. Honours)**

**1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of commerce and Bachelor of Laws B.Com.LL.B(Hons.) The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 Course shall be so ever run on Semester System as per BCI Norms.
- 1.3 This Course shall be run by the faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of commerce and Bachelor of Laws B.Com.LL.B(Hons.) course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

**2. AIMS AND OBJECTIVES:**

AMALTAS University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.Com.LL.B(Hons.) Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B.Com.LL.B(Hons.) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**2.2 OBJECTIVES**

The broad objectives of the B.Com.LL.B(Hons.) program are as follows:

- ii. To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates, Law fraternity and any other relevant profession at the completion of the program.
- iii. To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- iv. To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.



- v. To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

### **3. ELIGIBILITY FOR THE DEGREE:**

- 3.1A Candidate shall be eligible for the degree of Bachelor of commerce and Bachelor of Laws, B.Com.LL.B(Hons.) When he has undergone the prescribed course of study for a period of not less than five years in the Institution and has passed the requisite examination in all the subjects.
- a) The maximum period to this course should not exceed 8 years.

### **4. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor of commerce and Bachelor of Laws B.Com.LL.B (Hons.).

### **5. DURATION:**

The Duration of the Integrated Bachelor of commerce and Bachelor of Laws B.Com.LL.B(Hons.) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

### **6. INTAKE AND FEES:**

- a. The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- b. The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of Madhya Pradesh.

### **7. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to December and second from January to June.

### **8. ELIGIBILITY FOR ADMISSION:**

- a. Candidates seeking admission to the B.Com.LL.B(Hons.) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI students can be admitted as per applicable norms.
  - i. Eligibility and age for admission in B.Com.LL.B(Hons.) degree will be as per prevailing norms of BCI from time to time.



- ii. The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.
- b. Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.Com.LL.B(Hons.) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

#### 9. **ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- a. The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- b. List of candidates provisionally selected for admission / shortlisted based on merit/ Entrance Examination marks or direct will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- c. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- d. If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e. The application form may be rejected due to any of the following reasons:
  - i. The candidate does not fulfill the eligibility conditions.
  - ii. The prescribed fess is not deposited.
  - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - iv. Supporting documents for admission are not enclosed.
- f. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- g. Admission rules as framed by the University shall be applicable for all admissions from time to time.

#### 10. **COURSE STRUCTURE:**

- a. The B.Com.LL.B(Hons.) course in semester system shall consist of:
  - i. Such courses (papers) as prescribed by the University.
  - ii. Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.



- iii. Such scheme of examination as prescribed, by the University from time to time.
- b. The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- c. Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

#### 11. **MEDIUM OF INSTRUCTION:**

The medium of instructions in general shall be English/Hindi except for language courses and the medium of examination in general shall be English/Hindi except language courses. However, university may notify the medium of instruction for a specific programme, and in such cases the medium of instruction shall be as notified by the university.

#### 12. **EXAMINATION SCHEME:**

- a. No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - i. Attended at least 75% of lectures/ practical delivered or as per University Policy.
  - ii. Paid all the fees due
  - iii. Obtained 'No Dues' certificate from the concerned Department / Institute / College.
  - iv. Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
  - v. Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- b. Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- c. Examinations will be conducted by the AMALTAS University, Dewas in the months notified as follows:



1	1 <sup>st</sup> Year	Two Semester
2	2 <sup>nd</sup> Year	Two Semester
3	3 <sup>rd</sup> Year	Two Semester
4	4 <sup>th</sup> Year	Two Semester
5	5 <sup>th</sup> Year	Two Semester

- Examinations shall be in theory and practical training as stipulated.
- A candidate will be permitted to appear for the examination only if:

- j) The candidate has put in a minimum attendance should be as per BCI Norms of the lectures on each of the subjects also at the moot courts and practical training-course. Provided that in exceptional cases for reasons to be recorded and communicated to the Bar Council of India, the Dean of the Faculty of Law or the Head of the Institute may Condone shortfall as required by this rule, if the student has attended as above of the 1ectures in the aggregate for the semester or the annual examination as the case may be.
- k) He obtains a certificate from the Head of the Institute of having satisfactorily the completed the course of study prescribed in the subject and his conduct has been satisfactory.
- l) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

SI. NO.	NAME OF THE COMPONENT	MARKS ALLOCATED
1	Internal assessment	20
2	End Semester Examination	80
	TOTAL	100

Each paper is assessed based on the following components and marks: However, the concerned course teacher shall have the discretion to change the components and marks with prior approval of the Vice Chancellor/Dean/ Head of the department.

Candidates should obtain Grade D to qualify in practical and Internal Assessment in each of the prescribed papers of each semester.



13. There will be an external examiner to evaluate the project report. Candidates should obtain Grade D to qualify in project work external examination.

14. CGPA of 5.0 is required at the end of Semester.

#### 15. Rules for award of grades

- p) After the evaluation, only grades should be allotted to the students for the Degree courses.
- q) Each paper shall be of 100 Marks out of which 20 Marks shall be for Internal Assessment (IA) and 80 Marks shall be for University Examination (UE). Internal Assessment (IA) and University Examination (UE) shall be conducted by the University for each paper.
- r) There shall be a 10-Point **Absolute Grading** System for grading in each head of passing. The system shall have seven, the highest being 10.
- s) The credits specified for B.A. LL.B.(HONS.) 5 years programme describe the weight ages of various courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme. A certain number of credits must be earned by the student to qualify for the degree. Description of credit distribution for core Courses, elective Courses, and language course has already been shown
- t) The following equivalence shall be adopted for awarding grades and making qualitative assessment.

#### Range of marks for Absolute Grading

#### THE GRADING SYSTEM UNDER

##### Point Scale for Grading

S.No.	Marks	Letter grade	Grade Point	
1	91-100	A+	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B+	8	Very Good
4	61-70	B	7	Good
5	51-60	C+	6	Above Average



6	41-50	C	5	Average
7	40-40.99	D	4	Pass
8	(0-39)	F	0	Fail

#### EVALUATION AND COMPUTATION OF THE GRADE POINT AVERAGES:

Cumulative performance indicators such as GPA, SGPA or CGPA shall be calculated as described and illustrated below.

A) The performances at UE and IA will be combined to obtain the Grade Point Average (GPA) for the Course/ Paper.

B) The Weights for performance at UE and IA shall respectively be 80% and 20%.

C) The Grade Point Average (GPA) for a Course/ Paper shall be calculated by first finding the total marks out of 100 for the Course/ Paper.

D) Two kinds of performance indicators, namely, the Semester Grade point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be computed at the end of each term. The SGPA measures the cumulative performance of a learner in all the Courses/ Paper in a particular Semester, while CGPA measures the cumulative performance in all courses/ papers since his/her enrollment. The CGPA of a learner when he/she completes the programme is the Final Result of the learner.

#### STANDARDS OF PASSING

A) In order to pass in a Semester, a Student must obtain a minimum grade point of 5.00 both at the UE and IA.

B) A Student who passes in a Course/ Paper is said to have completed the Credits assigned to the Course/ Paper.

C) A Student who completed the minimum Credits required for a programme will be declared to have completed the programme.

D) Minimum passing grade shall be Grade 'D' for each course/ Paper.

For passing the examination; the candidate that be required to secure at least 4 grade point in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 5 grade point in the subject (sum of theory and practical marks).

j) There will be an external examiner to evaluate the project report. The minimum passing grade point for project work will be 5.



- k) The minimum passing grades in each paper shall be "D" letter grade and passing grades in aggregate shall be "C" letter Grade of that semester examination.
- l) The minimum passing marks in each year's examination shall be 5 grade point in the aggregate of all the paper and 4 grade point in each individual paper. Division to successful candidate for the B.COM.LL.B.. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.COM.LL.B.. (Integrated) first to final year examination i.e. all ten semester as under.

### **ALLOCATION OF GRADES**

Grades shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Grades shall be awarded on the basis of grades obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

6 grade point or above- First Division

5 grade point or above but less than 6 grade point- Second Division

The award of Vice Chancellor grace marks shall be as per University rules will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

### **16. PROMOTION RULES:**

- a. The minimum passing marks in each, paper shall be 4 letter grade and passing marks in aggregate shall be 5.0 letter grade of that semester examination.
- b. A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- c. A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- d. A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- e. No candidates shall be declared to have cleared the final B.Com.LL.B(Hons.) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.Com.LL.B(Hons.) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.Com.LL.B(Hons.) examinations in the year in which he / she fully clears all the previous semester examination.
- f. The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g. A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.



- h. The subjects and paper for each year of B.Com.LL.B(Hons.) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i. The minimum passing marks in each year's examination shall be 5.0 letter grade in the aggregate of all the paper and 4.0 letter grade in each individual paper. Division to successful candidate for the B.Com.LL.B(Hons.) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.Com.LL.B(Hons.) first to final year examination i.e. all ten semester as under.
- j. For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.Com.LL.B(Hons.) examination shall have answering questions though the medium of English/Hindi/as per syllabus prescribed.

**17. MERIT LISTS:**

Merit list of candidates will be prepared in the order of merit which shall be declared at the end of the last as per university norms. i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt and merit holder will be one who has passed without any break in any semester.

**18. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be eight years. However, one mercy attempt can be granted to students on the recommendation of board of studies by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

**19. REVALUATION:**

- a. Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- b. Revaluation shall be done by an external examiner other than the first one.
- c. Revaluation shall be permitted in any two theory papers only.
- d. Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions

**20. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law



related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

**21. CANCELLATION OF ADMISSION:**

- a.** Admission of a student may be cancelled under following grounds:
- i.** At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
  - ii.** Failing to complete the course within eight years of commencement of the course.
  - iii.** Involvement in gross indiscipline in the University.

**22. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 50**  
**Master of Laws (LLM)**  
**(Two Year Degree Course)**

1. This Ordinance shall be applicable to candidates admitted to Master of Laws Two year postgraduate course in Faculty of Law. The degree in Master of Laws of Two year duration will be spread over four semesters. This course designated as Master of Laws (LL.M.) in respective specializations of Constitutional Law, Criminal Law, Business Law, Family Law, Environmental Law and Human Rights and Cyber and Security Law. More specializations may be offered under the Ordinance no 1 on the recommendation of the Board of Management of the University as lay down by Bar Council of India.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

3. **Fee Structure**

a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.

b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

c. Fees once paid and if student has started attending the classes, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies/Bar Council, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

a. For admission in the above courses, the candidate shall have qualified in LL.B. or BALLB examination or equivalent examination of a recognized University. The admission will be on the basis of merit in the test and interview conducted by the University and other qualifications as decided by the Board of Management of the University.



- b. The admission in the course shall be done through an All India admission test conducted by the university or by other means as prescribed UGC guidelines for the eligible candidates.

**Note:**

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently able in the admission to the course shall be as per M.P State Government rules and regulations.

**6. Course**

- a. There shall be at least 90 days of teaching in every Semester.  
b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.  
c. A candidate may provisionally continue to attend next higher semester, even if the result of qualifying semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission,  
d. The maximum duration of the course shall be four years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

**7. Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including the Class Room Teaching, Project Work, Assignment, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

**8. Medium of Instruction (in Teaching and Examination)**

The medium of instruction in Teaching and Examination shall be English and Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of District court.



**Ordinance No. 51**  
**MASTER OF LAWS (LL.M.)**  
**ONE YEAR PROGRAM**

**1. AIMS & OBJECTIVES OF LLM PROGRAM:**

AMALTA'S UNIVERSITY, DEWAS is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LLM program has the following Aims and Objectives:-

**1.1 AIM:**

The aim of LLM program is to develop professionals on varied areas of law like Corporate law, Cyber law, Intellectual Property Rights, Labour Law, Criminal Law, Business Law, HR law, Constitutional & Administrative Law, Medico Legal and other varied areas of law for emphasizing on comparative approach to legal issues & research. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**1.2 OBJECTIVES:**

- 1.2.1 To impart law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with Legal experts and the society.
- 1.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

**2. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the post graduate degree of Master of Laws (LLM).

**3. DEFINITIONS:**

**3.1 Academic Year:** Normally a period of 12 months, co-commencing with the program.

**3.2 Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.

**3.3 External Examiner:** Examiner not in the employment of the University.

**3.4 Program:** Program of courses and / or other components leading to the award of degree of Master of Law/LLM.

**3.5 Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree / Diploma / Certificate / other recognized education credential to receive education on a full time basis on payment of tuition fee.



**3.6 Semester System:** A system wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.

**3.7 University:** AMALTAS UNIVERSITY, DEWAS, , Madhya Pradesh.

**4. ADMISSION:**

**4.1** Candidates possessing following qualifications shall be eligible for admission:-

**4.1.1** To be eligible to appear to admission to One year- LLM Program, a candidate should have passed the LLB or an equivalent degree from a recognized University with 55% marks.

**4.2** Admissions shall be according to the following criteria:-

**4.2.1** Merit prepared on the basis of qualifying examinations / interview or test conducted by University or an agency on its behalf.

**4.3** Last date of admission will be as notified by the University.

**4.4** Admission of Foreign Nationals/ NRI/ PIO shall be as per policy / rules as applicable.

**4.5** Candidate who has already appeared in the final semester of the Graduate program may be considered for admission, if he / she has successfully passed all previous examinations. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the program. Otherwise his / her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.

**5. COMMENCEMENT AND DURATION:**

**5.1** LLM shall be a fulltime post graduate degree program of two semesters.

**5.2** Minimum duration to complete LLM would be 1 year and Maximum period for completion of LLM program shall be 2 years from the date of commencement of the Program or as per University Policy.

**6. MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7. ATTENDANCE:**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester or as per University Policy.

**8. EXAMINATION:**

**8.1** Following University Examinations shall be held at the end of each semester:-

**LLM:**

**I SEMESTER.**

**II SEMESTER.**

**8.2** University examinations of odd semester shall be held normally in November – December and that of even semester normally in May – June, each year.

**8.3** Details of subjects, credits and course curricula for LLM program shall be prescribed by the scheme of examination, prepared and proposed by Board of Studies / Head of Faculty and approved by Academic Council.

**9. HEAD OF PASSING & PASSING CRITERIA:**

**9.1** Heads of passing and passing criterion shall be as per Table 'A'.



Table A

S. No.	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 5.0
V	Program	CGPA $\geq$ 5.0

**10. APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 10.1 Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva Voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of AMALTAS UNIVERSITY, DEWAS or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in the subject. 50 % of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Dean of Faculty and Board of Studies.
- 10.2 Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners / Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**11. GRADING SYSTEM:**

- 11.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table 'B'.

Table B:

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91.00-100	10	Outstanding
A	81.00-90.99	9	Excellent
B+	71.00-80.99	8	Very Good
B	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00-50.99	5	Pass
F	<50	0	Fail
AB	Absent	0	Fail

- 11.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 11.4.



11.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 11.5, at the completion of program.

11.4 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

11.5 Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be Calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

## 12. DEGREE / GRADE SHEET:

12.1 Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I, II&III Table A.

12.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

## 13. GRACE:

The Grace marks shall be allowed according to the University Policy.

## 14. REVALUATION:

14.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

14.2 Revaluation shall be done by an examiner other than the first one.

14.3 Revaluation shall be permitted in any two theory papers only.

14.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

## 15. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 52**  
**BACHELOR OF LEGISLATIVE LAW (L.L.B.)**  
**(Three Year Degree Course)**

**20. AIMS AND OBJECTIVES:**

AMALTAS UNIVERSITY, DEWAS is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self-confidence, the LL. B Program has the following Aim and Objectives:-

**20.1 AIMS**

The aim of LL.B program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**20.2 OBJECTIVES**

20.2.1 To impart Law education for creating competent professionals.

20.2.2 To promote a yearning for creativity, entrepreneurship and research.

20.2.3 To establish synergistic relationships with the Legal experts and the society.

20.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

**21. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Bachelor degree of Legislative Law (LL.B.).

**22. COURSE & FACULTY**

22.1 This ordinance shall be applicable to the Bachelor of Legislative Law (abbreviated LL.B.), an undergraduate, or bachelor degree in law of three years duration. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.

22.2 This course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI therefore.

**23. DURATION:**

The Duration of the Degree of Bachelor of law (LL.B.) shall comprise a course of study spread over a period of three academic years (six semesters) and candidate will have to be a full time student.

**24. INTAKE AND FEES:**

24.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.



- 24.2 No candidate shall be admitted to Second / Third/ Fourth/ Fifth/ Sixth semester on transfer unless the same course of study is prescribed in transferring university and prior opinion of Dean/ Head of the Department is obtained.
- 24.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

**25. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**26. ELIGIBILITY FOR ADMISSION:**

- 26.1 Candidates seeking admission to the three year LL.B. course must have passed the Bachelors' Degree examination in any subjects or an equivalent examination and secure the aggregate marks/ grade not less than 45% of total marks or equal in all the core subjects and English Language put together.
- 26.1.1 Eligibility and age for admission in LL.B. degree will be as per prevailing norms of BCI.
- 26.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / regulatory body.
- 26.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in LL.B. course. They will have to provide proof of passing the examination within 30 days of admission.

**27. ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 27.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 27.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 27.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 27.4 If a candidate admitted provisionally under (8.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 27.5 The application form may be rejected due to any of the following reasons:
- 27.5.1 The candidate does not fulfill the eligibility conditions.



- 27.5.2 The prescribed fess is not deposited.
- 27.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 27.5.4 Supporting documents for admission are not enclosed.
- 27.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 27.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **28. COURSE STRUCTURE**

- 28.1 The LL.B. course in semester system shall consist of:
  - 28.1.1 Such courses (papers) as prescribed by the University.
  - 28.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
  - 28.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 28.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 28.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

## **29. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English.

## **30. EXAMINATION SCHEME:**

- 30.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - 30.1.1 Attended at least 75% of lectures/ practical delivered or as per university Policy.
  - 30.1.2 Paid all the fees due
  - 30.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.
  - 30.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
  - 30.1.5 Received in-plant training as perceived by the Director / Head / Principal. Clause (11.1.1) shall not be applicable to Ex-Student candidates.
- 30.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The



internal assessment will be held in the manner prescribed from time to time by the University.

30.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

30.2.2 Main examination will carry 80 percent marks.

30.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

30.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

30.2.5 Each student shall have completed 12 week internship for three year course during III to VI semester provided that internship in any year cannot be for a continuous period of more than four weeks.

### **31. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE:**

31.1 From Odd semester to even semester:

A candidate who has appeared in the odd-semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

31.2 From Even semester to odd semester:

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:

31.2.1 A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LLB Second Year.

31.2.2 A backlog of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B. First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B. Final/Third year.

31.3 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.

31.4 A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks. A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the UNIVERSITY, for any purpose whatever.

### **32. EX-STUDENTSHIP:**



Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B. First Year, LL.B. Second Year and LL.B. Third/Final Year as under:

- 32.1 Ex-student in LL. B. First Year - if he carries backlog of three or more papers in First and/or Second Semester of LL. B. First Year.
- 32.2 Ex-student in LL. B. Second Year - If he carries backlog of three or more papers in Third and/or Fourth Semester of LL.B. Second Year.
- 32.3 Ex-student in LL. B. Third/Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester of LL. B. Third/Final Year.

**33. ALLOCATION OF DIVISION:**

Division shall be awarded only after the six and final semester examination based on integrated performance of the candidate for all the three years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B. degree course in First division with distinction.

**34. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. sixth semester from amongst the candidates who have passed all previous semesters in one attempt.

**35. MAXIMUM DURATION OF COMPLETION OF COURSE:**

A candidate has to complete the entire course of LL.B. within a maximum period of six years from the session of first admission or as per University Policy.

**36. REVALUATION:**

- 36.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 36.2 Revaluation shall be done by an examiner other than the first one.
- 36.3 Revaluation shall be permitted in any two theory papers only.
- 36.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**37. CANCELLATION OF ADMISSION:**

37.1 Admission of a student may be cancelled under following circumstances:

37.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.

37.1.2 Failing to complete the course within six years of commencement of the course.

37.1.3 Involvement in gross indiscipline in the University.

**38. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 53**  
**FIVE YEAR INTEGRATED LAW COURSE**  
**B.B.A. L.L.B. (Integrated)**

**1. COURSE & FACULTY:**

1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Business Administration and Bachelor of Laws B.B.A. L.L.B (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

1.2 This Course shall be run on Semester System.

1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.

1.4 The Degree of Bachelor of Law B.B.A. L.L.B Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

**2. AIMS AND OBJECTIVES:**

AMALTAS UNIVERSITY, DEWAS is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self-confidence, the B.B.A. L.L.B (Integrated) Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B.B.A. L.L.B. (Integrated) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**2.2 OBJECTIVES**

The broad objectives of the B.B.A. L.L.B. (Integrated) program are as follows:

2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.

2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.

2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.



- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

**3. ELIGIBILITY FOR THE DEGREE:**

A candidate shall be eligible for the degree of Bachelor of Law (B.B.A. L.L.B.) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

**4. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor degree of Legislative Law B.B.A. L.L.B. (Integrated).

**5. DURATION:**

The Duration of the Integrated Degree of Bachelor of law B.B.A. L.L.B. (Integrated) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

**6. INTAKE AND FEES:**

6.1 The intake shall be decided on the seats approved by the BCI.

6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

**7. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**8. ELIGIBILITY FOR ADMISSION:**

8.1 Candidates seeking admission to the B.B.A. L.L.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.

8.1.1 Eligibility and age for admission in B.B.A. L.L.B. (Integrated) degree will be as per prevailing norms of BCI.

8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/CBC categories will be relaxed by competent authority / M.P. Government / regulatory body.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.B.A. L.L.B. (Integrated) course. They will have to provide



proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

#### 9. **ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 9.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 9.5 The application form may be rejected due to any of the following reasons:
  - 9.5.1 The candidate does not fulfill the eligibility conditions.
  - 9.5.2 The prescribed fess is not deposited.
  - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

#### 10. **COURSE STRUCTURE**

- 10.1 The B.B.A. L.L.B. (Integrated) course in semester system shall consist of:
  - 10.1.1 Such courses (papers) as prescribed by the University.
  - 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
  - 10.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may



change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

**11. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English.

**12. EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

12.1.1 Attended at least 75% of lectures/ practical delivered or as per University Policy.

12.1.2 Paid all the fees due

12.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.

12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

12.1.5 Received in-plant training as perceived by the Director / Head / Principal.

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- 12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

12.2.2 Main examination will carry 80 percent marks.

12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.



**13. PROMOTION RULES:**

- 13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- 13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.B.A. L.L.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who has cleared the tenth and final B.B.A. L.L.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.B.A. L.L.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 13.8 The subjects and paper for each year of B.B.A. L.L.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.B.A. L.L.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A. L.L.B. (Integrated) first to final year examination i.e. all ten semester as under.
- 13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B.A. L.L.B. (Integrated) examination shall have answering questions though the medium of English.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.



60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.B.A. L.L.B. degree course in First division with distinction.

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt.

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons.

**17. REVALUATION:**

- 17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 17.2 Revaluation shall be done by an examiner other than the first one.
- 17.3 Revaluation shall be permitted in any two theory papers only.
- 17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

**18. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

**19. CANCELLATION OF ADMISSION:**

- 19.1 Admission of a student may be cancelled under following circumstances:
  - 19.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
  - 19.1.2 Failing to complete the course within seven years of commencement of the course.
  - 19.1.3 Involvement in gross indiscipline in the University.

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 54**  
**FIVE YEAR INTEGRATED LAW COURSE**  
**B.A. L.L.B. (Integrated)**

**1. COURSE & FACULTY**

1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Laws B.A. LL.B (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

1.2 This Course shall be run on Semester System.

1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.

1.4 The Degree of Bachelor of Law BA.LL.B Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

**2. AIMS AND OBJECTIVES:**

AMALTAS UNIVERSITY, DEWAS is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self-confidence, the B.A. L.L.B (Integrated) Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B.A. L.L.B (Integrated) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**2.2 OBJECTIVES**

The broad objectives of the B.A. L.L.B. (Integrated) program are as follows:

2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.

2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.

2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.



- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

**3. ELIGIBILITY FOR THE DEGREE:**

A candidates shall be eligible for the degree of Bachelor of Law (BA.LL.B.) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

**4. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor degree of Legislative Law B.A. L.L.B. (Integrated).

**5. DURATION:**

The Duration of the Integrated Degree of Bachelor of law B.A. L.L.B. (Integrated) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

**6. INTAKE AND FEES:**

6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.

6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

**7. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**8. ELIGIBILITY FOR ADMISSION:**

8.1 Candidates seeking admission to the B.A. L.L.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.

8.1.1 Eligibility and age for admission in B.A. L.L.B. (Integrated) degree will be as per prevailing norms of BCI.

8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.A. L.L.B. (Integrated) course. They will have to provide proof



of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

#### 9. **ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 9.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 9.5 The application form may be rejected due to any of the following reasons:
  - 9.5.1 The candidate does not fulfill the eligibility conditions.
  - 9.5.2 The prescribed fess is not deposited.
  - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

#### 10. **COURSE STRUCTURE:**

- 10.1 The B.A. L.L.B. (Integrated) course in semester system shall consist of:
  - 10.1.1 Such courses (papers) as prescribed by the University.
  - 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
  - 10.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.



- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

**11. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English.

**12. EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

12.1.1 Attended at least 75% of lectures/ practical delivered or as per University Policy.

12.1.2 Paid all the fees due

12.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.

12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

12.1.5 Received in plant training as perceived by the Director / Head / Principal.  
Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- 12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

12.2.2 Main examination will carry 80 percent marks.

12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.

**13. PROMOTION RULES:**

- 13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.

- 13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.



- 13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.A. L.L.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.A. L.L.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.A. L.L.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 13.8 The subjects and paper for each year of B.A. L.L.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.A. L.L.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A. L.L.B. (Integrated) first to final year examination i.e. all ten semester as under.
- 13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.A. L.L.B. (Integrated) examination shall have answering questions though the medium of English.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.



Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.A.L.L.B. degree course in First division with distinction.

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt.

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

**17. REVALUATION:**

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner other than the first one.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

**18. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

**19. CANCELLATION OF ADMISSION:**

19.1 Admission of a student may be cancelled under following circumstances:

19.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.

19.1.2 Failing to complete the course within seven years of commencement of the course.

19.1.3 Involvement in gross indiscipline in the University.

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 55**  
**FIVE YEAR INTEGRATED LAW COURSE**  
**B.Com. L.L.B. (Integrated Course)**

**1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Commerce and Bachelor of Laws B.Com. LL.B (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 This Course shall be run on Semester System.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law, B.Com. LL.B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1, which will be two year course program of pre law study and part 2, which will be three year program for professional training in law.

**2. AIMS AND OBJECTIVES:**

AMALTAS UNIVERSITY, DEWAS is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the B.Com. L.L.B (Integrated) Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B.Com. L.L.B (Integrated) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**2.2 OBJECTIVES**

The broad objectives of the B.Com. L.L.B. (Integrated) program are as follows:

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.
- 2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.



- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

**3. ELIGIBILITY FOR THE DEGREE:**

A candidate shall be eligible for the integrated degree of Bachelor of Law (B.Com. LL.B.), when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

**4. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor degree of Legislative Law B.Com. LL.B. (Integrated).

**5. DURATION:**

The Duration of the Integrated Degree of Bachelor of law B.Com. LL.B. (Integrated) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

**6. INTAKE AND FEES:**

6.1 The intake shall be decided on the seats approved by the BCI.

6.2 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

**7. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December.

**8. ELIGIBILITY FOR ADMISSION:**

8.1 Candidates seeking admission to the B.Com. LL.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.

8.1.1 Eligibility and age for admission in B.Com. LL.B. (Integrated) degree will be as per prevailing norms of BCI.

8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by competent authority / M.P. Government / regulatory body.

8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.Com. LL.B. (Integrated) course. They will have to provide



proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

#### **9. ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 9.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 9.5 The application form may be rejected due to any of the following reasons:
  - 9.5.1 The candidate does not fulfill the eligibility conditions.
  - 9.5.2 The prescribed fess is not deposited.
  - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

#### **10. COURSE STRUCTURE**

- 10.1 The B.Com. L.L.B. (Integrated) course in semester system shall consist of:
  - 10.1.1 Such courses (papers) as prescribed by the University.
  - 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University.
  - 10.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change



number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

**11. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English.

**12. EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:

- 12.1.1 Attended at least 75% of lectures/ practical delivered or as per University Policy.
  - 12.1.2 Paid all the fees due
  - 12.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.
  - 12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
  - 12.1.5 Received in-plant training as perceived by the Director / Head / Principal.
- Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

- 12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- 12.2.2 Main examination will carry 80 percent marks.
- 12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).
- 12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.
- 12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.



**13. PROMOTION RULES:**

- 13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- 13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.
- 13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.Com. L.L.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.Com. L.L.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.Com. L.L.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 13.8 The subjects and paper for each year of B.Com. L.L.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.Com. L.L.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.Com. L.L.B. (Integrated) first to final year examination i.e. all ten semester as under.
- 13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.Com. L.L.B. (Integrated) examination shall have the option of answering questions though the medium of English.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above

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First Division



50% or above but less than 60% - Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.Com. L.L.B. degree course in First division with distinction.

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt.

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

**17. REVALUATION:**

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner other than the first one.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

**18. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines.

**19. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances:

19.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.

19.2 Failing to complete the course within seven years of commencement of the course.

19.3 Involvement in gross indiscipline in the University.

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE No. 56**  
**AYURVEDACHARYA (BACHELOR OF AYURVEDIC MEDICINE**  
**AND SURGERY- B.A.M.S.)**

1. All the rules/ regulations/ changed defined or suggested by Central government/ State government/ UGC/ regulatory commission/ related authority in new education policy shall be applicable in all the ordinance of **Amaltas University, Dewas (MP)**
2. The programme shall be governed by the norms, rules and guidelines of the conceded regulatory National commission council of Indian system of Medicine, New Delhi and the policies of Government of Madhya Pradesh.

<b>Title of the Degree</b>	<b>: Ayurvedacharya (Bachelor of Ayurvedic Medicine &amp; Surgery - B. A. M. S.)</b>
<b>Name of Faculty</b>	<b>: Faculty of Medical Health &amp; Allied Sciences</b>
<b>School</b>	<b>: School of AYUSH</b>
<b>Duration of the Course</b>	<b>: 4 years and 6 months &amp; 1 year internship</b>

3. The duration of the programme of instructions for the Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery – B.A.M.S.) shall be of Five Year and six months.

The duration of the course shall be five years and six months comprising:

- i. **First Professional B.A.M.S. – (18) Eighteen months.**
- ii. **Second Professional B.A.M.S.–(18) Eighteen months.**
- iii. **Third (Final) Professional B.A.M.S.–(18) Eighteen months.**
- iv. **Compulsory Rotatory Internship –(12) Twelve months.**

**4. Eligibility for Admission:**

The eligibility to seek admission in Bachelor of Ayurveda medicine and surgery education are as under:

- i. 12<sup>th</sup> standard with science or any other equivalent examination recognized by concerned State Governments and Education Boards with at least fifty per cent aggregate marks in the subjects of Physics, Chemistry and Biology.
- ii. For reserved category or special category like physically handicapped students in 10+2, they shall be given relaxation in marks for admission in Bachelor of Ayurvedic Medicine and Surgery as per rules for time being in force.

The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable

**5. Eligibility for Admission to NRI / Other Privileged Candidates:**



- i. Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- ii. For foreign students any other equivalent qualification to be approved by the concerned authority may be allowed.

#### 6. Admission Procedure:

Admission shall be made through merit / entrance test conducted by Govt. authorized agency in the State. Fees shall have to be remitted by the student in the beginning of every academic year on duly notified date. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University. fee structure laid down in the Admission Bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission in the concerned academic year.

#### 7. Intake

The intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

#### 8. Academic cycle / year

Academic year for the course of BAMS is of three professional years out of which each professional years is of Eighteen months.

#### 9. Medium of Instructions and Examination:

The medium of instructions and examination shall be English, Hindi, or Sanskrit.

#### 10. Examination:

(a)–

- i. The First Professional examination shall ordinarily be held and completed by the end of First Professional session.
- ii. The student who failed in one or two subjects of First Professional shall be allowed to keep terms of the Second Professional session and to appear in Second Professional examination.
- iii. The student who failed in more than two subjects shall not be allowed to keep term in Second Professional session and the subsequent supplementary examination of First Professional shall be held at every six months.

(b)

- i. The Second Professional examination shall ordinarily be held and completed by the end of Second Professional session.
- ii. The student who failed in one or two subjects of Second Professional shall be allowed to keep the term of the Third (Final) Professional session.
- iii. The student who failed in more than two subjects shall not be allowed to keep term in Third (Final) Professional session and the subsequent supplementary examination of Second Professional session shall be held every six months.

(c)–



- i. The Third (Final) Professional examination shall ordinarily be held and completed by the end of Third (Final) Professional session.
  - ii. Before appearing for Third (Final) Professional examination the students shall have to pass all the subjects of first and second professional and shall qualify in nine electives.
  - iii. The subsequent supplementary examination of Third (Final) professional will be held at every six months.
- (d) There shall be no separate class for odd batch student (those students who could not keep the term) and the student has to attend the class along with regular batch or with junior batch as applicable.
- (e) To become eligible for joining the Compulsory Rotatory Internship programme, all three professional examinations shall be passed and qualified in nine electives within a period of maximum ten years from the date of admission.
- (f) The theory examination shall have twenty per cent. marks for Multiple Choice Questions (MCQ), forty per cent. marks for Short Answer Questions (SAQ) and forty per cent. marks for Long Explanatory Answer Questions (LAQ) and these questions shall cover the entire syllabus of the subject.
- (g) The minimum marks required for passing the examinations shall be fifty per cent. In theory component and fifty per cent in practical component (that include practical, clinical, viva-voce, internal assessment and electives wherever applicable) separately in each subject.
- (h) **Evaluation of Electives.** - Electives shall be evaluated in terms of attendance and assessment and on the basis of evaluation, the students shall be awarded credits as well as grades as under-
- (i) one credit shall be awarded for attending minimum five hours of a modular programme and a student can earn maximum five credits for each elective;
- (j) Assessment shall be conducted at the end of each module and average of five modular assessments shall be considered for grading i.e., up to 25 per cent. Bronze; 26-50 per cent. Silver; 51-75 percent. Gold; 76 percent. and above Platinum.
- (k) The structure of electives shall be as per the following table, namely:-

Table – 6 (Structure of Elective)

Each Elective: Five Modules of Nine Hours Each (5*9=45)					
S.N.	Component	Duration (Hours)		Credits	Grades
		Module	Elective		
1	Teaching	5	25	One Credit for attending minimum of five hours of each modular programme. Maximum five credits	Grade is awarded on the basis of average of all five modular assessments. Bronze: <25 percent. Silver: 26-50 percent. Gold: 51-75 percent. Platinum: 76 per cent. & above.
2	Guided Learning	2	10		
3	Expert Interaction/ Reflection	1	5		



4	Assessment	1	5	
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- i.
    - (a) Students shall have to qualify (obtaining any grade) minimum of three elective subjects for each professional session.
    - (b) List of elective subjects shall be made available under three sets (A, B and C) for each professional session i.e., sets FA, FB and FC for first professional B.A.M.S.; sets SA, SB and SC for second professional B.A.M.S.; sets TA, TB and TC for third professional B.A.M.S.
    - (c) Student may opt any one elective as per their choice from each set specified for respective professional B.A.M.S.
    - (d) Weightage of two marks for each credit and maximum of ten marks shall be awarded for each elective.
    - (e) These elective marks shall be added to the viva-voce marks of respective subjects as specified in these regulations.
    - (f) Apart from three mandatory electives for each profession, students have freedom to choose and qualify as many numbers of additional electives as per their interest.
    - (g) Marks weightage shall be only for three electives per professional session i.e., one elective subject from each set of respective professional session.
    - (h) A separate online certificate shall be generated for each elective mentioning credits earned and grades obtained.
  - ii. The examination branch of the institution shall compile the marks of electives obtained by students as specified above and submit to university through the Head of the Institution so that the university shall add the same in viva-voce of respective subjects as shown in *Tables 11, 13 & 15*.
- (l)
- i. A candidate obtaining sixty-five per cent. and above marks shall be awarded first class in the subject and seventy-five percent and above marks shall be awarded distinction in the subject.
  - ii. The award of class and distinction shall not be applicable for supplementary examinations.
- (m)
- i. Each student shall be required to maintain minimum seventy-five percent attendance in each subject in theory (i.e., lecture hours) practical and clinical (i.e., non-lecture hours) separately for appearing in examination.
  - ii. Where the institution maintains physical attendance register, it shall be recorded in cumulative numbering method as per *Annexure-iv* and at end of the course/term/part of the course, after obtaining each student signature the same is to be certified by respective Head of the Department and approved by Head of the Institute.
  - iii. The approved attendance shall be forwarded to university.



- (n) If a student fails to appear in regular examination for cognitive reasons, he may appear insupplementary examination as regular student and his non-appearance in regular examinationshall notbetreated as anattempt.
- (o) Notwithstandinganythingcontainedintheseregulations-
- Clause 11(e) shall be applicable to the student who admitted under Indian Medicine CentralCouncil (Minimum Standards of Education in Indian Medicine) Regulations, 1986, exceptelectives and as per section 3 of SCHEDULE I (as amended vide notification no. 24-14/2016(U.G.Regulation)Regulations, 2016) with 4professionals.
  - Student who got admitted under Indian Medicine Central Council (Minimum Standards ofEducationinIndianMedicine)Regulations,1986,themaximum numberofchancesandmaximum period of years to pass respective professional examination as laid down under theclauses6(1)(c),2(¢),3(c),4(d),and4(e)ofSCHEDULEI(asamendedvidenotificationno.24-14/2016 (U.G. Regulation) Regulations, 2016) shall not be applicable.

#### 11. Assessment

AssessmentofstudentsshallbeintheformofFormativeandSummativeAssessmentsas under-

- (a) **Formative Assessment-** Students shall be assessed periodically to assess their performance in theclass,determinetheunderstandingofprogrammehmaterialandtheirlearningoutcomeint hefollowingmanner, namely:-
- PeriodicalAssessment** -shall be carried out at the end of teaching of a topic or module or aparticular portion of syllabus and the evaluation methods as per the following table may beadoptedas suitstothecontent, namely:

**Table-7**

S.N.	EvaluationMethod
1.	Practical/ClinicalPerformance
2.	VivaVoce,MCQs,MEQ(ModifiedEssayQuestions/StructuredQuestions)
3.	OpenBookTest(ProblemBased)
4.	SummaryWriting(ResearchPapers/Samhitas)
5.	ClassPresentations;WorkBookMaintenance
6.	ProblemBased Assignment
7.	Objective Structured Clinical Examination (OSCE), Objective Structured Practical Examination (OPSE),Mini Clinical Evaluation Exercise (Mini-CEX), Direct Observation of Procedures (DOP), Case BasedDiscussion(CBD)
8.	Extra-curricularActivities,(SocialWork,PublicAwareness,SurveillanceActivities,SportsorOtherActivitieswhichmaybe decidedbythe department).
9.	SmallProject.

(Evaluation methods for periodical assessment)

ii. -



- (a) Internal evaluation shall be conducted by the university/department at the end of six months (First Term Test) for thirty per cent. of the syllabus and at twelve months (Second Term Test) for forty per cent. new part of the syllabus.
- (b) The remaining thirty per cent. of syllabus shall be completed in the last six months (Third Term) before university examination;
- iii. There shall be minimum three periodical assessments for each subject before First Term Test (ordinarily at 6<sup>th</sup> month of respective professional B.A.M.S.) minimum of three periodical assessment before Second Term Test (ordinarily at 12<sup>th</sup> month of respective professional B.A.M.S.) and minimum of three periodical assessments before final university examinations (Summative Assessment) of respective professional B.A.M.S.
- iv. The scheme and calculation of assessment shall be as per the following tables, namely:-

Table-8

## Scheme of Assessment (Formative and Summative)

S.N.	Professional Course	Duration of Professional Course		
		First Term (1-6 Months)	Second Term (7-12 Months)	Third Term (13-18 Months)
1	First Professional B.A. M.S.	3 PA and First TT	3 PA and Second TT	3 PA and UE
2	Second Professional B.A.M. S.	3 PA and First TT	3 PA and Second TT	3 PA and UE
3	Third Professional B.A. M.S.	3 PA and First TT	3 PA and Second TT	3 PA and UE

PA: Periodical Assessment; TT: Term Test; UE: University Examinations

Table-9

(Example for Internal Assessment for the subject having 30 marks)

Term	Periodical Assessment					Term Test	Term Assessment	
	A	B	C	D	E	F	G	H
	1 (15)	2 (15)	3 (15)	Average (A+B+C/3)	Converted to 30 (D/45*30)	Term Test (30)	Sub Total	Term Assessment
FIRST							E+F	E+F/2
SECOND							E+F	E+F/2
THIRD						NIL	E	E
Final IA	Average of Three Term Assessment Marks as Shown in 'H' Column							

Maximum Marks in Parentheses

- (c) Summative Assessment –







\*Viva voce examination shall be for Sanskrit and not for Ayurved Itihasa (Set-FA, FB, FC – set of Electives for First Professional B.A.M.S.)

Table-12

(Teaching Hours for Second Professional B.A.M.S. Subjects)

Sl.No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	AyUG-DG	150	250	400
2	AyUG-RB	150	300	450
3	AyUG-RN	150	300	450
4	AyUG-AT	100	200	300
5	AyUG-SA2	100	140	240
6	AyUG-SW	150	250	400
Total		800	1440	2240

Table-13

(Number of Papers and Marks Distribution for Second Professional B.A.M.S. Subjects)

SN	Subject Code	Papers	Theory	Practical or Clinical Assessment					
				Practical or Clinical	Viva	Elective	IA	Sub Total	Grand Total
1	AyUG-DG	2	200	100	70	-	30	200	400
2	AyUG-RB	2	200	100	70	-	30	200	400
3	AyUG-RN	2	200	100	70	-	30	200	400
4	AyUG-AT	1	100	100	60	10 (Set-SA)	30	200	300
5	AyUG-SA2	1	100	-	75	10 (Set-SB)	15	100	200
6	AyUG-SW	2	200	100	60	10 (Set-SC)	30	200	400
Grand Total									2100

(Set-SA, SB, SC – set of Electives for Second Professional B.A.M.S.)

Table-14

(Teaching Hours for Third Professional B.A.M.S. Subjects)

Third Professional B.A.M.S.		
Working days = 320, Teaching hours = 2240		
S.N.	Subject Code	Number of teaching hours



		Lectures	Non-Lectures	Total
1	AyUG-KC	150	300	450
2	AyUG-PK	100	200	300
3	AyUG-ST	125	250	375
4	AyUG-SL	100	200	300
5	AyUG-PS	100	175	275
6	AyUG-KB	100	175	275
7	AyUG-SA3	50	100	150
8	AyUG-RM	25	50	75
9	AyUG-EM	--	40	40
<b>Total</b>		<b>750</b>	<b>1490</b>	<b>2240</b>

Table-15

(Number of Papers and Marks Distribution for Third Professional B.A.M.S. Subjects)

SN	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
				Practical or Clinical	Viva	Electives	IA	Sub Total	
1	AyUG-KC	3	300	100	70	-	30	200	500
2	AyUG-PK	1	100	100	70	-	30	200	300
3	AyUG-ST	2	200	100	70	-	30	200	400
4	AyUG-SL	2	200	100	70	-	30	200	400
5	AyUG-PS	2	200	100	60	10(Set TA)	30	200	400
6	AyUG-KB	1	100	100	60	10(Set TB)	30	200	300
7	AyUG-SA3	1	100	-	75	10(Set TC)	15	100	200
8	AyUG-RM	1	50	-	-	-	-	-	50
<b>Grand Total</b>									<b>2550</b>

(Set-TA, TB, TC—sets of Electives for Third Professional B.A.M.S.)

**13. Migration of student during the study –**

- The students may be allowed to take the migration to continue their study to another college after passing the First Professional examination, but failed student's transfer and mid-term migration shall not be allowed.
- For migration, the students shall have to obtain the mutual consent of both colleges and universities and it shall be against the vacant seat.

**14. Compulsory Rotatory Internship.-**



- (a) (i) The duration of Compulsory Rotatory Internship including Internship Orientation Programme shall be one year and ordinarily commence on first working day of April for regular batch students and first working day of October for supplementary batch students.

(ii) The student shall be eligible to join the Compulsory Internship programme after passing all the subjects from First to Third (Final) Professional examination including nine electives and after getting Provisional Degree Certificate from respective universities and Provisional Registration Certificates from respective State Board or Council for Compulsory Rotatory Internship.

- (b) **Stipend:** During internship, to the interns belonging to Central Government, State Government and Union territory institution, the stipend shall be paid at par with other medical systems under respective government and there shall not be any discrepancy between medical systems.

**Migration during Internship-**(i) Migration of internship shall be with the consent of both the colleges and university; in the case where migration is between the colleges of two different universities. If migration is only between colleges of the same university, the consent of both the colleges shall be required. (ii) Migration shall be accepted by the university on the production of the character certificate issued by the institute or college and the application forwarded by the college and university with a 'No Objection Certificate' as the case may be.

- (c) **Orientation**

**Programme-**

(i) The intern shall mandatorily attend an orientation programme regarding internship and it shall be the responsibility of the teaching institution to conduct the orientation before the commencement of the internship.

(ii) The orientation shall be conducted with an intention to make the intern to acquire the requisite knowledge about the Rules and Regulations of the Medical Practice and Profession, Medical Ethics, Medico-Legal Aspects, Medical Records, Medical Insurance, Medical Certification, Communication Skills, Conduct and Etiquette, National and State Health Care Programme.

(iii) The orientation workshop shall be organised at the beginning of internship and a e-logbook shall be maintained by each intern, in which the intern shall enter date-wise details of activities undertaken by him during orientation.

(iv) The period of orientation shall be seven days.

(v) The manual for conducting the orientation as prescribed from time to time by the National Commission for Indian System of Medicines shall be followed.

- (d) **Activities during Internship-**(i) The daily working hours of intern shall be not less than eight hours; the intern shall maintain a e-logbook containing all the activities undertaken by intern during internship.

(ii) Normally one-year internship shall be as under-



(A) Option I-Divided into clinical training of six months in the Ayurveda hospital attached to the college and six months in Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Ayurveda Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Ayurveda. Only OPD based clinics having NABH accreditation shall not be eligible for internship.

(B) Option II - All twelve months in Ayurveda hospital attached to the college.

(iii) The clinical training of six or twelve months, as case may be, in the Ayurveda hospital attached to the college or in non-teaching hospitals laid down by the National Commission for Indian System of Medicine shall be conducted as per the following table, namely:-

**Table-16**

**(Distribution of Internship duration at Ayurveda Teaching Hospital, attached to the university)**

S.N.	Departments	Option I	Option II
1	Kayachikitsa OPD including Manas Roga, Rasyanand Vajikarana, Swasthavritta and Yoga, Atyayik Chikitsa, related specialties and respective IPD	1.5 months	3 months
2	Shalya OPD including OT, related specialties and respective IPD	1 month	2 months
3	Shalakya OPD, related specialties including OT, Kriyakalpa and respective IPD	3 weeks	1.5 months
4	Strirogevam Prasuti OPD related specialties including OT and respective IPD	3 weeks	1.5 months
5	Kaumarbhritya OPD related specialties including NICU, pediatric Panchakarma and respective IPD	0.5 month	1 month
6	Panchakarma OPD related specialties, Panchakarma therapy rooms and respective IPD	1 month	2 months
7	Visha Chikitsa OPD any other specialties, respective IPD, screening OPD, Pathya unit etc. (as per choice of internee)	0.5 month	1 month
8	Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital etc.		-

(iv)(a) The intern shall be posted in any of the following centers where, National Health Pro



gramme are being implemented and these postings shall be to get oriented and acquaint the knowledge of implementation of National Health Programme in regard to,-

- (A) Primary Health Centre;
- (B) Community Health Centre or Civil Hospital or District Hospital;
- (C) Any recognized or approved hospital of Modern Medicine;
- (D) Any recognized or approved Ayurvedic Hospital or Dispensary;
- (E) In a clinical unit of Central Council for Research in Ayurvedic Sciences;

(b) All the above institutes mentioned in clauses (A) to (E) shall have to be recognized by the concerned University or Government designated authority for taking such training.

(v) The intern shall undertake the following activities in respective department in the hospital attached to the college, namely:-

**(A) Kayachikitsa-**

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- (i) all routine works such as case taking, investigations, diagnosis and management of common diseases by Ayurvedic medicine;
- (ii) routine clinical pathological work such as hemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, Muta evam Mala pariksha by Ayurvedic method, interpretation of laboratory data and clinical findings and arriving at a diagnosis and all pathological and radiological investigations useful for monitoring the deterioration of different disease conditions;
- (iii) training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicine schedule.

**(B) Panchakarma-** The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- (i) Panchakarma & Upakarma procedures and techniques regarding Purva Karma, Pradhan Karma and Pashchat Karma;
- (ii) management of procedural complications, counselling of patients for procedures, maintenance of therapy rooms etc.

**(C) Shalya Tantra -**

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- (i) Clinical examination, Diagnosis and Management of common surgical disorders according to Ayurvedic principles;
- (ii) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
- (iii) Practical training of aseptic and antiseptic techniques, sterilization;
- (iv) Intern shall be involved in pre-operative and post-operative managements;
- (v) Practical use of local anaesthetic techniques and use of anaesthetic drugs;



- (vi) Radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
- (vii) surgical procedures and routine ward techniques such as-
- suturing of fresh injuries;
  - dressing of wounds, burns, ulcers and similar ailments;
  - incision and drainage of abscesses;
  - excision of cysts;
  - venesection;
  - application of Ksharasutra in ano-rectal diseases; and
  - rakthamokshana, Agnikarma, Ksharakarma
- (D) Shalaky Tantra -**  
The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- Diagnosis and management of common surgical disorders according to Ayurvedic principles;
  - Intern shall be involved in Pre-operative and Post-operative managements;
  - Surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
  - examinations of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and
  - all kriyakalpas, Nasya, Raktamokshan, Karnapurana, Shirodhara, Putrakawal, Gandusha in Out-Patient and In patient Department level.
- (E) Prasuti Tantra & Stree Roga -**  
The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- Antenatal and post-natal problems and their remedies, antenatal and post-natal care;
  - management of normal and abnormal labours; and
  - minor and major obstetric surgical procedures including Yoni Purna, Yoni Pichu, Uttarbasti etc.
  - all routine workssuch as case taking, investigations, diagnosis and management of common strirogaby Ayurvedic medicine;
  - screening of common carcinomatous conditions in women.
- (F) Kaumarbhritya -**  
The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- Care of newborn along with immunization programme including Svarnaprasana;
  - Important pediatric problems and their Ayurvedic management;
  - Panchakarma in children.
- (G) Swasthavritta and Yoga-** The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- Programme of prevention and control of locally prevalent endemic diseases



including nutritional disorders, immunisation, management of infectious diseases, etc.;

(ii) Family welfare planning programme;

(iii) Aahar and Vihar Parikalan including counselling  
dinacharya, sadvritta (Lifestyle and diet counselling  
daily seasonal routines); and Practice of Ashtang Yoga.

(H) **Atyayikchkitisa (Emergency or Casualty Management)**- The intern shall be practically trained to acquaint with and to make him competent to deal with all emergency conditions and participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals.

(vi) The intern shall complete online programme on public health as laid down by the National Commission for Indian System of Medicine (NCISM), in addition to their regular duties.

(vii) The internship training in Primary Health Centre or Community Center or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine or Ayurvedic Hospital or Dispensary- During the six months internship training in Primary Health Centre or Rural Hospital or Community Health Centre or District Hospital or any recognised or approved hospital of Modern Medicine or Ayurvedic Hospital or Dispensary, the interns shall-

- (A) Get acquainted with routine of the Primary Health Centre and maintenance of their records;
- (B) Get acquainted with the diseases more prevalent in rural and remote areas and their management;
- (C) Involve in teaching of health care methods to rural population and also various immunization programme;
- (D) get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
- (E) get familiarized with the work of maintaining the relevant register like daily patient register, family planning register, surgical register, etc. and take active participation in different Government health schemes or programme;
- (F) participate actively in different National Health Programme implemented by the State Government.

(viii) **Electronic Logbook.-**

- (A) It shall be compulsory for an intern to maintain the record of procedures done/assisted/observed by him on day-to-day basis in a specified e-logbook and the intern shall maintain a record of work, which is to be verified and certified by the Medical Officer or Head of the Unit or Department under whom he works.
- (B) Failure to produce e-logbook, complete in all respects duly certified by the authority to the Dean/Principal/Director at the end of Internship Training Programme,



may result in cancellation of his performance in any or all disciplines of Internship Training Programme.

- (C) The institutions shall retain soft copy of the completed and certified e-logbook and it to be made available for verification.

**(ix) Evaluation of Internship.-**

- (A) The evaluation system shall assess the skills of a candidate while performing the minimum number of procedures as enlisted with an objective that successful learning of these procedures will enable the candidate to conduct the same in his actual practice.
- (B) The evaluation shall be carried out by respective Head of Department at the end of each posting and the reports shall be submitted to Head of the institute.
- (C) On completion of one year of compulsory rotatory internship including online course on Public Health, the Head of the Institute evaluate all the assessment reports in the prescribed Form-1 under Annexure-i, provided by various Head of the Department at the end of respective posting and if found satisfactory, the intern shall be issued Internship Completion Certificate in Form-2 under Annexure-ii within seven working days.
- (D) If a candidate's performance is declared as unsatisfactory upon obtaining below fifteen marks or less than fifty per cent. of marks, in an assessment in any of the departments he shall be required to repeat the posting in the respective department for a period of thirty per cent. Of the total number of days, laid down for that department in Internship Training and posting.
- (E) Candidate shall have the right to register his grievance in any aspects of conduct of evaluation and award of marks, separately to the concerned Head of the Department and Head of the Institution, within three days from the date of completion of his evaluation, and on receipt of such grievance, the Head of the Institution in consultation with the Head of the concerned department shall redress and dispose of the grievance in an amicable manner within seven working days.

**NOTE: However, any changes if notified through Regulation by the NCISM New Delhi, the provision of the above clause shall be modified to the extent.**

**15. Eligibility for Award of the Degree of BAMS**

A student shall be declared to be eligible for award of the Degree if he has:

- (a) The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S.) degree after passing all the examinations and completion of the prescribed course of study extending over the prescribed period and the compulsory rotatory internship extending over twelve months.
- (b) Registered and successfully completed all the Core Courses, Optional Courses, Practical/ Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.



- (c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the course of his study within the stipulated time, where ever applicable;
- (d) Earned the specified credits in all the categories of subjects as applicable;
- (e) Secured a minimum 50% marks in every subject theory and practical separately. The award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.
- (f) No clues to the University, Hostels, Libraries. NCC NSS etc. and
- (g) No disciplinary action is pending against him.

**16. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that. In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15%-admissible within applicable regulations.

**17. Maximum Duration for Completion of Course:**

The maximum period to complete the course successfully should not exceed 9 years from the date of admission.

**18. General Instructions:**

- i. The admission to all kinds & mode of BAMS Course shall be governed in accordance and provisions of the Rules / Directives of UGC/NCISM/ AYUSH/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCISM/ AYUSH / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and regulations of the university, regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. In future, more Branches / Specializations / Courses / Programmes of Ayurveda can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty; Schools/Centres: Institutes located in university campus.
- v. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations | Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge.



**ORDINANCE No. 57**

**Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda)**  
**Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda)**

This ordinance shall provide regulation of Amaltas University, Dewas running Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) – Subject concern, Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – Subject concern. The programme shall be governed by the norms, rules and guideline of the National Commission for Indian System of Medicine (NCISM), New Delhi and the policies of Government of Madhya Pradesh.

**1. Duration :**

The duration of the programme of Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) & Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – subject concern shall be three years.

**2. Specialization:**

In which post – graduate degrees can be conducted:

The post – graduate degree may be allowed in the following specialties:

Sl.No.	Name of specialty	Nearest terminology of modern subject	Department in which post- graduate degree can be conducted
(1)	(2)	(3)	(4)
<b>Pre-clinical specialty</b>			
1	Ayurveda Samhita evam Siddhant	Ayurveda Samhita and basic principles of Ayurveda	Samhita and basic principles of Ayurveda
2	Rachana Sharira	Anatomy	Rachana Sharira
3	Kriya Sharira	Physiology	Kriya Sharira
<b>Para-clinical specialty</b>			
4	Dravyaguna Vigyana	Materia Medica and Pharmacology	Dravyaguna
5	Rasa Shastra evam Bhaishajya Kalpana	Ayurveda Pharmaceuticals	Rasa Shastra evam Bhaishajya Kalpana
6	Roga Nidana evam Vikriti Vigyana	Diagnostic Procedure and Pathology	Roga Nidana evam Vikriti Vigyana
<b>Clinical specialty</b>			
7	Prasuti evam Stri Roga	Obstetrics and Gynecology	Prasuti evam Stri Roga
8	Kaumarabhritya –Bala Roga	Pediatrics	Kaumarabhritya - Bala Roga
9	Swasthavritta	Preventive Social Medicine	Swasthavritta and Yoga
10	Kayachikitsa	Medicine	Kayachikitsa
11	Rasayana evam Vajikarana	Rejuvenation and Aphrodisiacs	Kayachikitsa
12	Mano Vigyana evam Manasa Roga	Psychiatry	Kayachikitsa
13	Shalya	Surgery	Shalya Tantra
14	Shalakya	Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry	Shalakya Tantra
15	Panchakarma	Panchakarma	Panchakarma
16	Agada Tantra	Toxicology and Forensic Medicine	Agada Tantra.



3. The nomenclature of post-graduate degree in respective specialties shall be as under:-

Sl.No	Nomenclature of specialty or degree	Abbreviation
(1)	(2)	(3)
<b>Pre-clinical specialty</b>		
1	Ayurveda Vachaspati – Ayurveda Samhita evum Siddhant	M.D. (Ayurveda)- Compendium and Basic Principles
2	Ayurveda Vachaspati – Rachana Sharira	M.D. (Ayurveda) - Anatomy
3	Ayurveda Vachaspati Kriya Sharira	M.D. (Ayurveda) - Physiology
<b>Para-clinical specialty</b>		
4	Ayurveda Vachaspati – Dravyaguna Vigyana	M.D. (Ayurveda) - Materia Medica and Pharmacology
5	Ayurveda Vachaspati – Rasa Shastra evam Bhaishajya Kalpana	M.D. (Ayurveda) - Pharmaceuticals
6	Ayurveda Vachaspati – Roga Nidana evam Vikriti Vigyana	M.D. (Ayurveda)- Diagnostic procedure and Pathology
<b>Clinical specialty</b>		
7	Ayurveda Dhanvantari – Prasuti evam Stri Roga	M.S. (Ayurveda)- Obstetrics and Gynecology
8	Ayurveda Vachaspati – Kaumarabhritya –Bala Roga	M.D. (Ayurveda)- Paediatrics
9	Ayurveda Vachaspati – Swasthavritta	M.D. (Ayurveda)- Social and Preventive Medicine
10	Ayurveda Vachaspati – Kayachikitsa	M.D. (Ayurveda)- Medicine
11	Ayurveda Vachaspati – Rasayana evam Vajikarana	M.D. (Ayurveda)- Rejuvenation and aphrodisiacs
12	Ayurveda Vachaspati – Mano vigyana evam Manasa Roga	M.D. (Ayurveda)- Psychiatry
13	Ayurveda Dhanvantari – Shalya	M.S. (Ayurveda)- Surgery
14	Ayurveda Dhanvantari – Shalakya	M.S. (Ayurveda)- Diseases of Eye, Ear, Nose, Throat Head, Neck, Oral and Dentistry
15	Ayurveda Vachaspati – Panchakarma	M.D. (Ayurveda)- Panchakarma
16	Ayurveda Vachaspati – Agada Tantra	M.D. (Ayurveda)- Toxicology and Forensic Medicine

#### 4. Eligibility For Admission

4.1 A person possessing the degree of Ayurvedacharya (Bachelor of Ayurveda Medicine and Surgery) from a recognised University or Board or medical institution specified in the Second Schedule to the Act and enrolled in Central or State register of Indian System of Medicine shall be eligible for admission in the post-graduate courses.

4.2 (i) There shall be a uniform entrance examination to all medical institutions at the post-graduate level namely, the All India AYUSH Post Graduate Entrance Test (AIA-PGET) for admission to post-graduate course in each academic year and shall be conducted by an authority designated by the Central Government.

(ii) In order to be eligible for admission to post-graduate courses for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50<sup>th</sup> percentile in the 'All India AYUSH Post Graduate Entrance Test (AIA-PGET)' held for the said academic year:

Provided that in respect of-

(a) candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the minimum marks shall be at 40<sup>th</sup> percentile;



(b) candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the minimum marks shall be at 45<sup>th</sup> percentile for the General Category and 40<sup>th</sup> percentile for the Scheduled Castes, Scheduled Tribes and Other Backward Classes.

(iii) An all India common merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in the All India AYUSH Post Graduate Entrance Test (AIA-PGET) and the candidates, within the respective categories, shall be admitted to post graduate course from the said merit lists only.

(iv) The seat matrix for admission in the university shall be fifteen per cent. for the all India quota and eighty-five percent for the States.

(v) The designated authority for counseling for admission to post-graduate course in university shall be the respective State in accordance with the relevant rules as the case may be.

(vi) The counseling for all admissions to post-graduate course for seats under the all India quota as well as state quota shall be conducted by the authority designated by the Central / state Government.

(vii) No candidate who has failed to obtain the minimum eligibility marks as specified above shall be admitted to post-graduate course in the said academic year.

(viii) The university shall not admit any candidate to the post-graduate course in contravention of the criteria or procedure as laid down by the NCISM / state govt. rules regulations and the in respect of admissions.

4.3 The sponsored candidates if any shall also be required to possess the percentile of marks specified in clause (ii) of sub-regulation.

4.4 Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned department.”.

## **5. Duration of course and attendance**

5.1 The student shall have to undergo study for a period of three years after the admission.

5.2 The student shall have to attend minimum seventy-five per cent. of total lectures, practical and clinical tutorials or classes to become eligible for appearing in the examination.

5.3 The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.

5.4 The student of clinical subject shall have to do resident duties in their respective departments and student of non-clinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.

5.5 The student shall attend special lectures, demonstrations, seminars, study tours and such other activities as may be arranged by the teaching departments.

5.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course.

5.7 Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.

## **6. Method of training:-**

6.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Ayurveda

6.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.

6.3 The emphasis shall be given on intensive applied and hands on training.

6.4 The student shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.



6.5 In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.

6.6 The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of under-graduate students or interns in the respective subjects during the course of studies.

6.7 In the clinical training, the student shall have to acquire knowledge of independent work as a specialist.

6.8 In the specialties of Shalya, Shalakya and Prasuti - Stri Roga, the student shall undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

#### **7. Dissertation.-**

7.1 The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of the University, shall be submitted to the University within a period of six months from the date of admission to the post-graduate course.

7.2 If the student fails to submit the title of dissertation and synopsis within the period specified under sub-regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.

7.3 The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide (if any). The University shall approve the synopsis not later than three months after submission of the synopsis.

7.4 A Board of Research Studies shall be constituted by the University for approving the title.

7.5 The University shall display the approved synopsis of dissertation on website.

7.6 The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Ayurveda system and the subject of the dissertation shall have relation with the subject matter of the specialty.

7.7 Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.

7.8 No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.

7.9 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.

7.10 The dissertation shall consist of critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion, and references cited in the dissertation shall be suitable for publication.

7.11 The dissertation shall consist of not less than forty thousand words.

7.12 The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words.

7.13 The guide or supervisor shall be a person of status of a Professor or Reader or Associate Professor.



**9. Subjects of examination.-**

9.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely:-

Paper I- Research Methodology and Bio or Medical Statistics;

Paper II-Applied aspects regarding concerned subjects.

9.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under:-

- (a) study of literature related to specialty;
- (b) regular clinical training in the hospital for student of clinical subject
- (c) practical training of research work carried out in the department, for student of pre-clinical and para- clinical subject;
- (d) participation in various seminars, symposia and discussions; and
- (e) progress of the work done on the topic of dissertation.

9.3 The assessment of the work done by the students of first year post-graduate course during the first year as specified in sub-regulation (2) shall be done before the preliminary examination.

9.4 The final examination shall include dissertation, written papers and clinical or practical and oral examination.

9.5 There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected by the student for special study.

9.6 The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.

**10. Mode of examination and appointment of examiner(s)-**

10.1 The preliminary examination and final examination shall be held in written, practical or clinical and oral examination.

10.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and the final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.

10.3 A teacher with five years teaching or research experience in concerned subject or speciality shall be considered eligible for being appointed as an examiner.

**11. Teacher- student ratio.-**

The teacher-student ratio shall be in accordance to the regulations of NCISM, New Delhi.

**12. Number of the Seats for the programe-**

12.1 It will be decided by the university from time to time, as per the norms laid down by National Council of Indian System of Medicine (NCISM), New Delhi and Government of India.

12.2 The maximum number of students per year per specialty shall not exceed twelve.

**13. Fee Structure:**

13.1 Tuition Fees and such other fees approved by competent authority shall be payable yearly.



13.2 The Examination fee to be paid by a candidate shall be as per University norms for each examination or a part thereof

13.3 Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each year.

13.4 Fee, once paid and if student has started attending the classes, will not refundable In any case except for the caution money. In some cases of genuine hard ship, the Vice- Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fees before the start of examination, the result of such student shall be withheld till all his dues are cleared.

13.5 The Fees of this Course shall be as decided by the board Management of the University and after the approval of M.P. Private University Regulatory Commission.

#### **14. General Instructions:**

14.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

14.2 The subject to be studied in different year include lab work, practical, Implant training, project etc. shall be as per the course regulating authority, University Schemes, approved by Board of Studies of the University on the basis of Authority norms and the board Management of the University.

14.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues interpretation, this vice – Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of any or Dean and/ or all the Directors/ Dean of all Departments/Institution Schools. The decision of the Vice-Chancellor shall be final.

14.4 The reservation of SC/ST/OBC and other category candidates shall be applicable as per the norms of the state Government of Madhya Pradesh and/ or the Government of India.

14.5 The medium of Instruction and Examination shall be Hindi /English and Sanskrit.



**Ordinance No. 58**  
**Diploma in Pharmacy (D. Pharm.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.

The Faculty of Pharmacy shall offer following Diploma program:

- **Diploma in Pharmacy (D.Pharm.)**

- (a) The University shall offer above courses as per guidelines of the Pharmacy Council of India (PCI) / AICTE / University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (e) Admission:

The eligibility for admission to the first year of Pharmacy is that the candidate must have Passed 10+2 exam with prescribed subjects as per regulatory bodies or any other qualification approved by the Pharmacy Council of India as equivalent. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.



**Teaching Scheme**

The detailed Teaching, Examination Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / PCI guidelines and adopt the choice based credit system.

**Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

**Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

**Academic cycle/year:**

There will be 3 academic cycle for these courses every year like Summer & Winter.

**Course Structure:**

The Course structure of Diploma shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

**Medium of Instructions and Examination:**

The medium of instructions and examination shall be English /Hindi.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

**Eligibility for Award of the Diploma:**

- a) A student shall be declared to be eligible for award of the Diploma if he has:
- b) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- d) Earned the specified credits in all the categories of subjects as applicable.



- e) No dues to the University, Hostels, Libraries, NCC' / NSS etc. and
- f) No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of degree ordinarily within a maximum period of Five years.

**General Instructions:**

- a) The admission to all kinds & mode of diploma. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- b) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- c) For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University regarding specific courses shall be applicable. In other matters Board of Management of university shall be competent to take any decision which shall be final.
- d) The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- e) In future, more Branches Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.



**Ordinance No. 59**  
**Bachelor of Pharmacy (B.Pharm.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.

The Faculty of Pharmacy shall offer following Under Graduate Program:

- **Bachelor of Pharmacy (B.Pharm.)**

- (a) The University shall offer above course as per guidelines of the Pharmacy Council of India (PCI) / AICTE / University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Four (4) years and maximum up to Seven (7) years.

- (e) Admission:

The eligibility for admission to the first year of B.Pharm. courses shall be based on the Entrance Test / Qualifying Examination to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the PCI / AICTE / State / Central Government regarding admissions from time to time. Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

- (f) The Teaching Scheme

The detailed Teaching scheme and the syllabus of the different subjects of courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the students with the expected Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The



University shall follow the UGC / PCI guidelines and adopt the choice-based credit system.

While finalising the Teaching and Examination Scheme of Under Graduate Studies, from First Semester to Eighth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational Pharmacy companies for employability and Universities in India or abroad for Higher Education.

The last two semesters of the Final Year i.e. Seventh and Eighth semesters of studies are very crucial for the students as they get matured and start understanding the Pharmacy. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians and professionals from industries.

**Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

**Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

taking care of the intake as per norms of the concerned regulatory body.

**Academic cycle/year:**

There will be 3 academic cycle for these courses every year like Summer & Winter.

**Course Structure:**

The Course structure of Degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

**Medium of Instructions an Examination:**

The medium of instructions and examination shall be English /Hindi.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4(B) shall be applicable in the current ordinance.

**Eligibility for Award of the Diploma:**

- a) A student shall be declared to be eligible for award of the Degree if he has:
- b) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.



- c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- d) Earned the specified credits in all the categories of subjects as applicable.
- e) No dues to the University, Hostels, Libraries, NCC' / NSS etc. and
- f) No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of degree ordinarily within a maximum period of Five years.

**General Instructions:**

- a) The admission to all kinds & mode of degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- b) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- c) For matters not covered in this specific ordinance, General Rules and Regulations of university, regarding specific courses shall be applicable. In other matters Board of Management of university shall be competent to take any decision which shall be final.
- d) The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

In future, more Branches Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in university campus.



**Ordinance No. 60**  
**Master of Pharmacy (M.Pharm.)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.

The Faculty of Pharmacy shall offer following Post Graduate program:

**Master of Pharmacy (M.Pharm.)** :-In following subjects and Specialization:

- **Pharmaceutics, Industrial Pharmacy, Pharmaceutical Chemistry, Pharmaceutical Analysis, Pharmaceutical Quality Assurance, Pharmaceutical Biotechnology, Regulatory Affairs, Pharmacy Practice, Pharmacology, Pharmacognosy, Phyto pharmacy & Phytomedicine.**

- (a) The University shall offer above courses as per guidelines of the Pharmacy Council of India (PCI) / AICTE / University Grants Commission (UGC) / State / Central Govt. issued from time to time.
- (b) The medium of instructions and examinations shall be English throughout the course of studies.
- (c) The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
- (d) The minimum duration to complete the course shall be that of Two (2) years and maximum up to Four (4) years.
- (e) Admission:

The eligibility for admission to the first year of M.Pharm. courses shall be passing of B.Pharm. or equivalent examination from a recognized university. Entrance examination from State / Central Level shall be preferred. The admission policies shall be governed by the Regulation framed under the guidelines of AICTE / UGC / State / Central Government or any other competent authority. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.



## (f) The Teaching Scheme:

The detailed Teaching, Examination Scheme and the Syllabus of the different subjects of courses shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / PCI guidelines and adopt the choice based credit system.

The last two semesters of the Final Year i.e. Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding the applications. Keeping this requirement in mind, Seminars, Projects and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians or professionals from industries. The student shall engage themselves in research work in areas of pharmaceutical science and develop projects as assigned by the department / guide.

**Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

**Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

taking care of the intake as per norms of the concerned regulatory body.

**Academic cycle/year:**

There will be 3 academic cycle for these courses every year like Summer & Winter.

**Course Structure:**

The Course structure of Degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

**Medium of Instructions an Examination:**

The medium of instructions and examination shall be English /Hindi.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**Eligibility for Award of the Diploma:**

- a) A student shall be declared to be eligible for award of the Degree if he has:
- b) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work,



Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.

- c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- d) Earned the specified credits in all the categories of subjects as applicable.
- e) No dues to the University, Hostels, Libraries, NCC' / NSS etc. and
- f) No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of degree ordinarily within a maximum period of Five years.

**General Instructions:**

- a) The admission to all kinds & mode of degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- b) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- c) For matters not covered in this specific ordinance, General Rules and Regulations of University regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- d) The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

In future, more Branches Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.



**ORDINANCE No. 61**  
**ORDINANCE PERTAINING TO BACHELOR OF SCIENCE IN NURSING**  
**4 years Degree Course**

**PREAMBLE**

The Amaltas Institute of Nursing Sciences established in 2016 with four-year B.Sc. Nursing programme and started M.Sc. Nursing Programme in the Year 2017. The college is affiliated to AMALTAS UNIVERSITY, DEWAS, and has the requisite permission from Indian Nursing Council New Delhi, Govt. of Madhya Pradesh, Bhopal. The college is attached to Amaltas Institute of Medical Sciences & Amaltas Hospital. The hospital and PHCs are well equipped and have all the facilities for modern health care. The college has since its inception gained academic excellence and has worked efficiently towards development of all round personality of students. The college has excellent infrastructure with hard working and dedicated faculty.

Nursing is essentially a profession of dedication, love for community, faith and courage. To be successful professional in the field of Nursing, one must have courage, honesty, emotional maturity and compassion to serve. These qualities are developed during the training to make an efficient nurse and useful member of the society.

The college has highly qualified faculty, active in teaching & practice. The College has fully equipped library with more than 5000 books, Indian & Foreign Journals, Reference Books, Variety of newspapers, books on personality Development and competitive examinations etc. The college provides hostel for boys and girls with all basic facilities and congenial atmosphere for studies. The college conducts yoga classes which is also a part of curriculum and adheres to the philosophy of the institute.

**1. VISION, MISSION AND PHILOSOPHY:**

**1.1 Vision**

Our vision aims at becoming one of the top most institutes in India providing quality



education in Nursing Science.

### **1.2 Mission**

Our mission is to promote excellence in Nursing Sciences & Research Education. To educate students to become excellent Nurses, by focusing on pedagogy that is integrated and strengthened by specialist faculty, all of who value patient-focused care, community service, and research and to serve to the health needs of humanity.

### **1.3 Philosophy**

The institute is fully conscious of its objective of inculcating the spirit of universal healthcare, honesty and dedication by promoting social and intellectual standards which are essential inputs for promoting well-being of the masses by extending literally and nursing knowledge.

The institute has a vision that its students, after passing out graduation and post-graduation qualification in the field of Nursing sciences will not only act as flag bearers of the Institute in the field of Nursing education but will also assume added responsibilities in the field of public health; both at National and international levels. They are also prepared not only for shouldering responsibilities in the preparation of better qualified and skilled nursing personal, but also prepare nurses to function as effective administrators, managers, educators and researchers to fulfil the increased nursing manpower demand of the country and to uplift the standard of nursing profession.

## **2. AIMS & OBJECTIVE**

### **2.1 The Aims of the undergraduate nursing program is to:**

- 2.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative, and rehabilitative services.
- 2.1.2 Prepare nurses who can make independent decisions in nursing situations, protect the rights and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume



the role of teacher, supervisor and manager in a clinical / public health setting.

## 2 OBJECTIVES:

On completion of the four-year B.Sc. Nursing program the graduate will be able to:

- 2.2.1 Apply knowledge from physical, biological, and behavioral sciences, medicine including alternative systems and providing nursing care to individuals, families and communities.
- 2.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 2.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 2.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 2.2.5 Utilize the latest trends and technology in providing health care.
- 2.2.6 Provide promotive, preventive, and restorative health services in line with the national health policies and programmes.
- 2.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 2.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 2.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 2.2.10 Participate effectively as members of the health team in health care delivery system.
- 2.2.11 Demonstrate leadership and managerial skills in clinical/community health settings.
- 2.2.12 Conduct need based research studies in various settings and utilize the research findings to improve the quality of care.



2.2.13 Demonstrate awareness, interest and contribute towards advancement of self and of the profession.

### **3. COURSE STRUCTURE:**

The course of study leading to B.Sc. Nursing Degree shall consist of four academic years (including Internship)

3.1 Basic B.Sc. (N) First Year

3.2 Basic B.Sc. (N) Second Year

3.3 Basic B.Sc. (N) Third Year

3.4 Basic B.Sc. (N) Fourth Year including internship

### **4. ACADEMIC QUALIFICATION FOR ADMISSION:**

4.1 The course of study for B.Sc. Nursing in first year shall be opened to both male and female candidates. The percentage of female candidates shall not fall below 50% of total candidates.

4.2 Candidate must have completed the age of seventeen (17) years but not have completed thirty five (35) years for both male and female, before thirty first (31) December of the year of admission.

4.3 Must have passed the Senior Secondary School Certificate Examination (10+2) conducted by a statutory Board.

4.4 Candidates are also eligible from state Open school recognized by state government and national institute of open school recognized by central government having science subjects and English only.

4.5 Candidate should have passed in the subjects of PCB and English individually and must have obtained a minimum of 45% marks taken in PCB at the qualifying examination (10+2).

4.6 A candidate belonging to SC/ST or other backward classes, the mark obtained in Physics, Chemistry & Biology (PCB) taken together in qualifying examination is 40% instead of 45% as stated above.



4.7 English is a compulsory subject in 10+2 for being eligible for admission to B.Sc. (N).

**5. CRITERIA FOR SELECTION:**

5.1 The candidate who fulfill the aforesaid academic qualification for admission.

5.2 Selection of the candidate shall be based on the merit of the entrance examination held by the AMALTAS UNIVERSITY, DEWAS, or competent authority, on the basis of merit calculated on total marks obtained in the above stated recognized entrance examination.

5.3 15% of total seats will be filled by the candidates on all India Basis inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates of Madhya Pradesh.

5.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee/ex-employee/retired employee of the Sri Aurobindo Institute of Medical Sciences and Hospital, , and 3% shall be reserved for physically handicapped candidates (disability of locomotor to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme). A certificate of physically handicapped issued by an authorized board should be submitted.

5.5 In case the reserve seats are not filled in a particular category unfilled seats will be transferred/ opened/ filled by other general candidates.

5.6 Candidates should be medically fit.

5.7 Counselling will be held to finalize the admission as per the required ordinances. The candidates must be physically present at the time of counselling, if required.

5.8 In case of the tie position between two or more than two, than total number of attempts for passing senior secondary school examination, date of birth and percentage of marks obtained at the secondary examination respectively be considered in that order.

**6. RESERVATION POLICY:**



6.1 For disabled candidates: 3% Disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.

**Note –** A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

6.2 5% of total marks is relaxed for SC/ST/OBC Candidate

6.3 Any other reservation as per the state Govt.

**7. COURSE DURATION:**

7.1 The Duration of basic B.Sc. (Nursing) Course Shall be Four Years Including Internships.

7.2 The duration of each academic Year of Basic B.Sc. (Nursing) I, II, III, IV Years Shall be not less than 10 Months.

7.3 The Maximum period to complete the course successfully should not exceed 8 Years from the date of Admission or as per University Policy.

**8. COURSE COMMENCEMENT:**

8.1 The commencement Basic B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.

8.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.

8.3 The subject to be studied in different academic year of Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

**9. EXAMINATION:**

9.1 The medium of instruction and examination shall be English throughout the course of the study.

**9.2 Scheme of Examination—**



**Basic B. Sc. (N) First Year**

Subject	Hours	Internal Assessment	University Examination	Total
<b>Theory</b>				
1. Anatomy & Physiology	3Hrs.	25	75	100
2. Nutrition and Biochemistry	3Hrs	25	75	100
3. Nursing Foundation	3Hrs	25	75	100
4. Psychology	3Hrs	25	75	100
5. Microbiology	3Hrs	25	75	100
6. English	3Hrs	25	75	100
7. Introduction to Computer*		25	75	100
<b>Practical and Viva Voce</b>				
1. Nursing Foundations		100	100	200

\* Respective colleges will conduct examination for Introduction to Computer.

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

**Basic B. Sc. (N) Second Year**

Subject	Hours	Internal Assessment	University Examination	Total
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<b>Theory</b>				
1. Sociology	3Hrs.	25	75	100
2. Medical Surgical Nursing- I	3Hrs.	25	75	100
3. Pharmacology, Pathology, Genetics	3Hrs.	25	75	100
4. Community Health Nursing – I	3Hrs.	25	75	100
5. Communication and Educational Technology	3Hrs.	25	75	100
<b>Practical and Viva Voce</b>				
1. Medical – Surgical Nursing – I		100	100	200

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

#### Basic B. Sc. (N) Third Year

Subject	Hours	Internal Assessment	University Exam	Total
<b>Theory</b>				
1. Medical Surgical Nursing- II	3Hrs.	25	75	100
2. Child Health Nursing	3Hrs.	25	75	100
3. Mental Health Nursing	3Hrs.	25	75	100
4. Nursing Research & Statistics	3Hrs.	25	75	100
<b>Practical and Viva Voce</b>				
1. Medical - Surgical Nursing- II		50	50	100
2. Child Health Nursing		50	50	100



3. Mental Health Nursing		50	50	100
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**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

#### Basic B. Sc. (N) Fourth Year

Subject	Hours	Internal Assessment	University Exam	Total
<b>Theory</b>				
1. Midwifery and Obstetrical Nursing	3 Hrs.	25	75	100
2. Community Health Nursing – II	3 Hrs.	25	75	100
3. Management of Nursing Services and Education	3 Hrs.	25	75	100
<b>Practical and Viva Voce</b>				
1. Midwifery and Obstetrical Nursing		50	50	100
2. Community Health Nursing-II		50	50	100

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

#### 9.3 University Examination:

9.3.1 There shall be one Annual University Examination at the end of each Academic Year.

9.3.2 There shall be provision for supplementary examination.



- 9.3.3 The University Examination marks for Nursing Foundation (Practical & Viva voice Paper) & Medical Surgical Nursing -I (Practical & Viva Voice paper-II) shall be out of 100 Marks.
- 9.3.4 The University Examination marks for Medical Surgical Nursing –II (Practical And Viva Voice) ,Child Health Nursing (Practical And Viva Voice), Mental Health Nursing (Practical And Viva Voice), Midwifery And obstetrical Nursing (Practical And Viva Voice)and Community Health Nursing (Practical And Viva Voice) shall be out of 50 marks.
- 9.3.5 Anatomy and Physiology – Question paper will consist of Section A – Anatomy of 37 marks and Section B- Physiology should be of 38 Marks.
- 9.3.6 Nutrition and Biochemistry – Question paper will consist of Section A- Nutrition of 45 marks and Section B of Bio Chemistry of 30 marks.
- 9.3.7 Pharmacology, Pathology and Genetics – Question paper will consist of Section A-Pharmacology with 38 marks and Section B of Pathology of 25 marks and Genetics with 12 marks.
- 9.3.8 Nursing research and statistics – Question paper will consist of Section A- Nursing research of 50 marks and Section B of Statistics of 25 marks.
- 9.3.9 Theory and practical exams for introduction of computer will be conducted as college exam and marks to be sent to University for inclusion in the marks sheet.
- 9.3.10 If a candidate fails in either theory or practical he/she has to re-appear for both theory and practical.
- 9.3.11 Fourth year final examination to be held only after completion of internship
- 9.3.12 The candidate shall have to clear all the previous examination before appearing for final year examination.
- 9.3.13 Maximum number of candidate for practical examination should not exceed 20 per day.

#### **9.4 Internal Examination –**



- 9.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre-University examination for theory and practical subjects.
- 9.4.2 The Internal assessment marks for the theory subjects shall be out of 25 marks.
- 9.4.3 The Internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area or field (Ref. Clause -9.2).
- 9.4.4 The Internal assessment marks for Nursing Foundation (Practical & Viva voice Paper I) & Medical Surgical Nursing -1 (Practical & Viva Voice paper II) shall be out of 100 marks.
- 9.4.5 The Internal assessment marks for Medical Surgical Nursing –II (Practical And Viva Voice III) ,Child Health Nursing (Practical And Viva Voice IV), Mental Health Nursing (Practical And Viva Voice V), Midwifery And obstetrical Nursing (Practical And Viva Voice VI)and Community Health Nursing (Practical And Viva Voice VII) shall be out of 50 marks.

#### **9.5 Supplementary Examination –**

- 9.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of November/December. However, those who fail in supplementary exam they will appear in main exam.
- 9.5.2 If a first year candidate fails in mid-session supplementary papers , candidates will be given an opportunity to appear in the main examination of II<sup>nd</sup> year provisionally along with backlog of last year subjects.
- 9.5.3 If a candidate fails in backlog subjects of the I<sup>st</sup> year, the result of II<sup>nd</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat his/her backlog subjects of I<sup>st</sup> year in next midsession supplementary examination.
- 9.5.4 Only failed subjects will have to be repeated in mid-session supplementary or Supplementary examination with the main annual examination.



9.5.5 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

**10. CRITERIA FOR PASSING:**

- 10.1 A candidate has to pass in theory and practical exam separately in each of the subjects.
- 10.2 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 10.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 10.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 10.5 Maximum number of attempts permitted for each paper shall be three including first attempt.
- 10.6 Minimum pass marks shall be 40% for English only.

**11. DIVISION & MERIT:**

- 11.1 Distinction – 75% and above in any subject (First attempt only)
- 11.2 First Division – 60% -74%
- 11.3 Second Division – 50-59%
- 11.4 Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt.

**12. ATTENDANCES:**

- 12.1 A candidate must have minimum of 80% attendance in theory in each subject for appearing for examination or as per University Policy.
- 12.2 A candidate must have 100% attendance in each of the clinical area before award of degree.



**13. APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTER:**

The appointment of examiner for the theory and practical examination shall be based on following rules-

13.1 Question paper setter / moderator / head evaluator shall be professor, Associate professor and assistant professor with at least 3 years of teaching experience working in any nursing institute recognized by statutory body.

**13.2 Practical Examiner**

13.2.1 One internal and one external examiner should jointly conduct practical examination for each student.

13.2.2 An examiner should be a lecturer or above in a college of nursing with M.Sc. (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundation course faculty having M.Sc. (N) with any specialty shall be considered.

**14. REVALUATIONS / RE-TOTALING:**

14.1 Revaluation and re-totaling of marks is permitted for theory papers only. The university, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.

14.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the university.

**15. CANCELLATION OF ADMISSION:**

15.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on Recommendation of Head of Institution, if;

15.2 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the university.

OR



Candidate is not able to complete the course within the stipulated time as prescribed by the university.

OR

Candidate is found involved in serious breach of discipline in the Institution or in university campus.

#### **16. SCHEMES OF STUDIES:**

The subject to study in different academic year of Basic B.Sc. (N) shall be as per scheme given in subsequent sections.

##### **16.1 Annual Schedule of Studies**

Weeks available per Year	= 52 Weeks
Vacation	= 8 Weeks
Gazetted Holidays	= 3 weeks
Examination (Including preparatory)	= 4 Weeks
Available Weeks	= 37 Weeks
Hours per Week	= 40 hours
Practical	= 30 hours per week
Theory	= 10 Hours per week
Hours available per academic Year (1 <sup>st</sup> to 3 <sup>rd</sup> Year)	= 1480 (37 weeks x 40 hours) x 3 = 4440 hours
Hours available for 4 <sup>th</sup> Year	= 560 hrs. (14 weeks x 40 hours)



Hours available for Internship	= 1690 hours (48 hours/week)
Total Hours for 4 Year	= 6130 hours

## 16.2 Distribution of Hours-

## Basic B. Sc. (N) First Year

Subjects	Theory (Hours) (Class & Lab)	Practical / Clinical Hours	Hours
1. English	60		
2. Anatomy	60		
3. Physiology	60		
4. Nutrition	60		
5. Biochemistry	30		
6. Nursing Foundations	265 + 200	450	
7. Psychology	60		
8. Microbiology	60		
9. Introduction to Computers	45		
10 Hindi/Regional Language	30		
11 Library work / Self Study			50
12 Co-curricular activities			50
<b>TOTAL</b>	<b>930</b>	<b>450</b>	<b>100</b>
<b>TOTAL HOURS = 1480 HRS</b>			



**Basic B. Sc. (N) Second Year**

Subjects	Theory (Hours) (Class & Lab)	Practical / Clinical Hours	Hours
1. Sociology	60		
2. Pharmacology	45		
3. Pathology	30		
4. Genetics	15		
5. Medical Surgical Nursing (Adult including Geriatrics)	210	720	
6. Community Health Nursing	90	135	
7. Communication and Educational Technology	60 + 30		
8. Library work / Self Study			50
9. Co-curricular activities			35
<b>TOTAL</b>	<b>540</b>	<b>855</b>	<b>85</b>
<b>TOTAL HOURS = 1480 HRS</b>			

**Basic B. Sc. (N) Third Year**

Subjects	Theory (Hours) (Class & Lab)	Practical Hours (Clinical)	Hours
1. Medical-Surgical Nursing (Adult including Geriatrics) - II	120	270	
2. Child Health Nursing	90	270	
3. Mental Health Nursing	90	270	



4. Midwifery and Obstetrical Nursing	45	180	
5. Nursing research*	45		
6. Library work / Self Study			50
7. Co-curricular activities			50
<b>TOTAL</b>	<b>390</b>	<b>990</b>	<b>100</b>
<b>TOTAL HOURS = 1480 HRS</b>			

*\*Project work to be carried out during clinical training*

#### Basic B. Sc. (N) Fourth Year

Subjects	Theory (Hours) (Class & Lab)	Practical / Clinical Hours	Hours
1. Midwifery and Obstetrical Nursing	45	180	
2. Community Health Nursing – II	90	135	
3. Management of Nursing Services and Education	60 + 30		
<b>TOTAL</b>	<b>225</b>	<b>315</b>	
<b>TOTAL HOURS = 540 HRS</b>			

#### Basic B. Sc. (N) Internship (Integrated Practice)

Subject	Practical (In hrs)	In Weeks
1. Midwifery and Obstetrical Nursing	240	5
2. Community Health Nursing-II	195	4



<b>3. Medical Surgical Nursing (Adult and geriatric)</b>	430	9
<b>4. Child Health Nursing</b>	145	3
<b>5. Mental Health Nursing</b>	95	2
<b>6. Research Project</b>	45	1
<b>Total Hours</b>	<b>1150</b>	<b>24</b>
<b>Total theory and practical hours before internship</b>	<b>540</b>	
<b>Total Hours before internship and during internship</b>	<b>1690</b>	

**Note:**

1. Clinical training means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internships should be carried out as 8 hours per day @ 48 hours per week.
3. Students during Clinical training will be supervised by nursing teachers.
4. Students will be eligible to appear in the Fourth-year final examination only after completing Internship.

**17. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 62**  
**GENERAL NURSING & MIDWIFERY (GNM DIPLOMA)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.

The faculty of nursing shall offer GNM diploma Program in nursing as per details given below:

Admission to the GNM course shall be made in accordance to the Norms of Indian Nursing Council.

**Title of the Degree** : Diploma in General Nursing & Midwifery

**Name of Faculty** : Faculty of Nursing

**Duration of the Course** : 3 years

The duration of the course shall be three years.

**Eligibility for Admission:**

10+2 classes passed preferably Science (PCB) & English with aggregate of 25% marks 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSCE / CBSE / ICSE / SSCE / HSCE or other equivalent Board.

**Or**

10+2 vocational ANM under CBSE Board of other equivalent Board from the Faculty and recognized by Indian Nursing Council.

**Or**

Registered as ANM with State Nursing Registration Council.

**And**

The minimum age shall be 17 years completed on or before Dec 17th of the year of admission. The admission in ANM 1st year shall be based on the merit in the common entrance test or qualifying examination. Candidate should be medically fit. The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

**Eligibility for Admission to NRI/Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to the course in accordance with the directives of Govt. of India and / or State Government.

**Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**Intake**

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.



**Academic Cycle/Year**

There will be one academic cycles for the course every year like.

**Course Structure**

The Diploma in GNM of 3 years course shall be designated as Basic GNM.

**Medium of Instructions and Examination:**

The medium of instructions and examination shall be English or Hindi.

**Examination:**

The examinations shall be held as per Scheme of Examinations as approved by the State Registration Nursing Council.

**Eligibility for Award of the Diploma:**

A student shall be declared to be eligible for award of the ANM if he has:

- a. Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- b. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c. Earned the specified credits in all the categories of subjects as applicable;
- d. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f. No disciplinary action is pending against him.

**Attendance Requirement:**

A candidate must have at least 75% attendance. In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

**Maximum Duration for Completion of Course:**

The maximum period to complete the course successfully should not exceed 6 years from the date of admission.

**General Instructions:**

- i. The admission to all kinds & mode of GNM courses shall be governed in accordance and provisions of the Rules/Directives of UGC/ INC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / INC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and regulations of University, regarding specific courses



shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.

- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

- v. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and I or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.

- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.

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**Ordinance No. 63**  
**ORDINANCE PERTAINING TO MASTER OF SCIENCE IN NURSING**  
**M.Sc. Nursing 2 years Post Graduation Course**

**PREAMBLE**

The Amaltas Institute of Nursing Sciences established in 2016 with four-year B.Sc. Nursing programme and started M.Sc. Nursing Programme in the Year 2017. The college is affiliated to AMALTAS UNIVERSITY, DEWAS, and has the requisite permission from Indian Nursing Council New Delhi, Govt. of Madhya Pradesh, Bhopal. The college is attached to Amaltas Institute of Medical Sciences & Amaltas Hospital. The hospital and PHCs are well equipped and have all the facilities for modern health care. The college has since its inception gained academic excellence and has worked efficiently towards development of all round personality of students. The college has excellent infrastructure with hard working and dedicated faculty.

Nursing is essentially a profession of dedication, love for community, faith and courage. To be successful professional in the field of Nursing, one must have courage, honesty, emotional maturity and compassion to serve. These qualities are developed during the training to make an efficient nurse and useful member of the society.

The college has highly qualified faculty, active in teaching & practice. The College has fully equipped library with more than 5000 books, Indian & Foreign Journals; Reference Books, Variety of newspapers, books on personality Development and competitive examinations etc. the college provides hostel for boys and girls with all basic facilities and congenial atmosphere for studies. The college conducts yoga classes which is also a part of curriculum and adheres to the philosophy of the institute.

**1. VISION AND MISSION:**

Our vision aims at becoming one of the top most institutes in India providing quality education in Nursing Sciences.

Our Mission is to Promote Excellence in Nursing Sciences & Research Education. To Educate Students to become excellent Nurses, by focusing on pedagogy that is integrated and strengthened by specialist faculty, all of who value patient-focused care, Community Service, and Research and to serve to the health needs of humanity.

**2. PHILOSOPHY:**

The institute is fully conscious of its objective of inculcating the spirit of universal healthcare, honesty and dedication by promoting social and intellectual standards which are essential inputs for promoting well-being of the masses by extending literally and Nursing Knowledge.

The institute has a vision that its students, after passing out graduation and post-graduation



qualification in the field of Nursing sciences will not only act as flag bearers of the Institute in the field of Nursing education but will also assume added responsibilities in the field of public health; both at National and international levels. They are also prepared not only for shouldering responsibilities in the preparation of better qualified and skilled nursing personnel, but also prepare nurses to function as effective administrators, managers, educators and researchers to fulfil the increased Nursing Manpower demand of the country and to uplift the standard of Nursing Profession.

**3. AIMS AND OBJECTIVES:**

**3.1 AIMS:** The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings.

**3.2 OBJECTIVES:** On Completion of the two-year M.Sc. Nursing programme, the postgraduate will be able to:

- 3.2.1 Utilize/apply the Concepts, Theories and Principles of Nursing Science.
- 3.2.2 Demonstrate Advance Competence in Practice of Nursing.
- 3.2.3 Practice as a Nurse Specialist.
- 3.2.4 Demonstrate Leadership Qualities and function effectively as nurse educator and manager.
- 3.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health-related research.
- 3.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 3.2.7 Establish collaborative relationship with members of other disciplines.
- 3.2.8 Demonstrate interest in continued learning for personal and Professional Advancement.

**4. COURSE STRUCTURE:**

**The course of study leading to M.Sc. Nursing Degree shall consist of Two Academic Years.**

- I. M.Sc. (Nursing) First Year
- II. M.Sc. (Nursing) Second Year

**M.Sc. Nursing Degree Programme shall include following specialize branches sanctioned by Indian Nursing Council,**

- I. M.Sc. Nursing in Medical Surgical Nursing
- II. M. Sc. Nursing in Child Health Nursing
- III. M. Sc. Nursing in Obstetric & Gynecological Nursing
- IV. M. Sc. Nursing in Community Health Nursing
- V. M.Sc. Nursing in Mental Health Nursing.

**5. ACADEMIC QUALIFICATION FOR ADMISSION:**

A person who has passed one of the following examinations shall be eligible to join the First Year of M.Sc. (Nursing) course:-

- 5.1 B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% marks in aggregate (5% relaxation of marks for SC/ST candidates) from an**



Institute/College recognized by the Indian Nursing Council.

5.2 In addition to above, the candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.

5.3 The candidate should have minimum one year of work experience after Basic B.Sc. Nursing or a minimum one year of work experience prior or after Post Basic B.Sc. Nursing.

5.4 Candidates shall be medically fit.

#### **6. CRITERIA FOR SELECTION:**

6.1 The candidate who fulfill the aforesaid academic qualification for admission.

6.2 Selection of the candidate shall be based on the merit of the entrance examination held by the AMALTAS UNIVERSITY, DEWAS, or competent authority, on the basis of merit calculated on total marks obtained in the above stated recognized entrance examination.

6.3 15% of total seats will be filled by the candidates on all India Basis inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates of Madhya Pradesh.

6.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee/ex-employee/retired employee of the Sri Aurobindo Institute of Medical Sciences and Hospital, , and 3% shall be reserved for physically handicapped candidates (disability of locomotor to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme). A certificate of physically handicapped issued by an authorized board should be submitted.

6.5 In case the reserve seats are not filled in a particular category unfilled seats will be transferred/ opened/ filled by other general candidates.

6.6 Candidates should be medically fit.

6.7 Counselling will be held to finalize the admission as per the required ordinances. The candidates must be physically present at the time of counselling, if required.

6.8 In case of the tie position between two or more than two, than total number of attempts for passing B.Sc. Nursing /Post Basic B.Sc. Nursing, date of birth and percentage of marks obtained at the B.Sc. Nursing / Post Basic B.Sc. Nursing respectively be considered in that order.

6.9 **Entrance / Selection test** – Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by AMALTAS UNIVERSITY, DEWAS or competent authority.

#### **7. RESERVATION POLICY:**

1.1 For disabled Candidates: 3% Disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.



**Note** – A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

1.2 5% of total marks is relaxed for SC/ST/OBC Candidate

1.3 Any other reservation as per the state Govt.

#### 8. **COURSE DURATION:**

8.1 The complete duration of M.Sc. (N) course shall be two years.

8.2 The duration of each academic year of M.Sc (N) I<sup>st</sup> and II<sup>nd</sup> years shall be not less than 10 months.

8.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission or as per University Policy.

#### 9. **COURSE COMMENCEMENT:**

9.1 The commencement M.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.

9.2 Vacation shall be granted maximum four weeks duration between 2 academic years.

9.3 The subject to be studied in different academic year of M.Sc. Nursing shall be as per scheme given as in subsequent sequence.

#### 10. **EXAMINATION:**

10.1 The medium of instruction and examination shall be English throughout the course of the study.

10.2 **Scheme of Examination**

FIRST YEAR						
	Theory			Practical		
1 <sup>st</sup> Year	Hours	Internal	External	Hours	Internal	External
Nursing education	3	25	75		50	50
Advance Nursing Practice	3	25	75			
Nursing Research and Statistics*	3	25	75			
Clinical Speciality –I**	3	25	75		100	100
Total		100	300		150	150

\* Out of 75 marks in Nursing Research And Statistics, the Nursing Research is of 50 and Statistics 25 marks.

\*\* **Clinical Speciality – I** - Medical Surgical Nursing, Child Health Nursing, Obstetric & Gynecological Nursing, Community Health Nursing & Mental Health Nursing.



**SECOND YEAR**

2 <sup>nd</sup> Year	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Speciality-II	3	25	75		100	100
<b>Total</b>		50	150		200	200

**10.3 University Examination-**

- 10.3.1 Minimum pass marks shall be 50% in each of the Theory and practical papers separately.
- 10.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 10.3.3 The University assessment marks for theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 marks.
- 10.3.4 The University assessment marks for the theory subjects shall be out of 75 marks.
- 10.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out of 50 marks.
- 10.3.6 Candidates who fails in any subjects to appear for the second year examination till such time that he/she passes all subjects of the first year M.SC nursing examination.
- 10.3.7 A candidate failing in more than two subjects will not be promoted to the II<sup>nd</sup> year.
- 10.3.8 Maximum number of attempts per subjects is three (3) inclusive of first attempt.
- 10.3.9 The practical examination should be done for 4 hours of practical examination per students.
- 10.3.10 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 10.3.11 The examination should be held in clinical area only for clinical specialities.
- 10.3.12 Maximum number of candidates for all practical examination should not exceed 10 per days.
- 10.3.13 The dissertation examination should be minimum 30 minutes viva-voice student.

**10.4 Internal Examination-**

10.4.1 The internal assessment of the student is based on

Technique	Weightage
Two test	50
Assignment	25
Seminar / Presentation	25



- 10.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 10.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 marks.
- 10.4.4 The Practical examination marks for the internal assessment shall be out of 100 Marks except Nursing Education Shall be out of 50 Marks.
- 10.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performances of the student in the specific area/field. (Ref. 10.2)
- 10.5 Supplementary Examination-**
- 10.5.1 If a candidate fails in either theory or practical he/she has to re-appear for both theory and practical.
- 10.5.2 There will be mid-session supplementary Examination held by the University ordinarily held in the month of September / October. There will another Supplementary examination if required, at the time of annual main examination.
- 10.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the attempts.
- 10.6 Guidelines for Dissertation-**
- 10.6.1 **Tentative Schedule for dissertation shall be as follows:**
- Submission of the research proposal: End of the 9 month of 1<sup>st</sup> year.
  - Submission of dissertation— Final: end of 9 month of 2<sup>nd</sup> Year
- 10.6.2 **Qualification of Research Guide**
- **Main Guide:** Nursing Faculty / Nursing Expert in the same Clinical Specialty holding Ph.D. / M.Phil. /M.Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.
  - **Co Guide:** A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the City).
  - **Guide:** Students Ratio: Maximum of 1:5 (Including as Co-Guide).
  - There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.
  - The research topics shall be approved by Institutional research committee.
  - Administrative approval and ethical clearance should be obtained.
- 11. CRITERIA FOR PASSING:**
- 11.1 Minimum pass marks shall be 50% in each of the Theory and Practical papers separately.
- 11.2 A candidate has to pass in the theory and practical exam separately in each of the paper.
- 11.3 If a candidate fails in either theory or practical he/she has to re-appear for both Theory and Practical.



**12. DIVISION & MERIT:**

- 12.1 For declaring the rank aggregate of 2 years marks to be considered.
- 12.2 **Classification of result**
  - 12.2.1 **Distinction** – 75% and above in any subject (First attempt only)
  - 12.2.2 **First Division** – 60% -74%.
  - 12.2.3 **Second Division** – 50-59%
  - 12.2.4 **Pass Class** – Shall be awarded to the candidate passing with supplementary or more than one attempt.

**13. ATTENDANCE:**

- 13.1 A candidate must have minimum of 80% attendance in theory in each subject for appearing for examination or as per University Policy.
- 13.2 A candidate must have 100% attendance in each of the practical area before award of degree.

**14. APPOINTMENT OF EXAMINERS / QUESTION PAPER SETTER:**

The appointment of examiner for the theory and practical examination shall be based on following rules-

- 14.1 Question Paper Setter / Moderator / Head Evaluator shall be Professor, Associate Professor and Assistant Professor with at least 3 Years of Teaching Experience working in any Nursing Institute Recognized by Statutory Body.
- 14.2 **Practical Examiner-** One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.
- 14.3 Evaluation of the Dissertation.
  - 14.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.
  - 14.3.2 One internal and one External Examiner (outside the University) should evaluate dissertation and jointly conduct viva voice for each student.
  - 14.3.3 For Dissertation Internal Examiner should be the guide and external examiner should be Nursing Faculty/Nursing Expert in the same clinical specialty holding Ph.D./M.Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for the Post Graduate students of Nursing.

**15. REVALUATION / RE-TOTALING:**

- 15.1 Revaluation and re-totalling of marks is permitted for theory papers only. The university, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.
- 15.2 The result after revaluation / re-totalling shall be declared as per prevailing revaluation / re-totalling rules and regulation of the AMALTAS UNIVERSITY, DEWAS.

**16. CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor



based on Recommendation of Head of Institution, if;

16.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

16.2 Candidate is not able to complete the course within the stipulated time as prescribed by the university.

OR

16.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

**17. SCHEME OF STUDIES:**

**17.1 Annual schedule of studies**

Available	:	52 weeks
Vacation	:	4 weeks
Examination	:	2 weeks
Gazetted Holidays	:	3 weeks
Total Weeks Available	:	43 weeks
40 Hours per week	:	1720 hours
Total hours for 2 years	:	3440 Hours

17.2 The subjects of study and hours wise distribution in different academic years of M.Sc. Nursing shall be as per the scheme given below:-

**Distribution of Hours**

**First Year**

1st Year	Theory (hrs)	Practical (Hours)
Nursing Education	150	150
Advance Nursing Practice	150	200
Nursing Research and Statistics	150	100
*Clinical Specialty-I	150	650
<b>TOTAL</b>	<b>600</b>	<b>1100</b>

\* Clinical Specialty – I - Medical Surgical Nursing, Child Health Nursing, Obstetric & Gynecological Nursing, Community Health Nursing & Mental Health Nursing.

**Second Year**

2 <sup>nd</sup> year	Theory (hrs)	Practical (hrs)
Nursing Management	150	150
Nursing Research (Dissertation)	-	300
*Clinical Specialty-II	150	950
<b>Total</b>	<b>300</b>	<b>1400</b>

\*Clinical Specialty– II - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, orthopedic Nursing, Gastroenterology Nursing), Obstetric & Gynaecological Nursing, Child Health (Pediatric) Nursing, Mental Health (Psychiatric) Nursing, Community Health Nursing, Psychiatric (Mental Health) Nursing etc.

**Notes:** - Educational visit 2 weeks during the course.

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE No. 64**  
**ORDINANCE PERTAINING TO POST BASIC BACHELOR OF SCIENCE IN NURSING**  
**2 years Degree Course**

**PREAMBLE**

The SAIMS College of Nursing established in 2005 with four-year B.Sc. Nursing programme and started M.Sc. Nursing Programme in the Year 2008. The college is affiliated to AMALTAS UNIVERSITY, DEWAS, and has the requisite permission from Indian Nursing Council New Delhi, Govt. of Madhya Pradesh, Bhopal, Mahakoshal Nursing Registration Council. The college is attached to SAIMS Medical College & Bhandari Hospital & Research Centre, and two rural – urban primary health centres for clinical and practical learning of students. The hospital and PHCs are well equipped and have all the facilities for modern health care. The college has since its inception gained academic excellence and has worked efficiently towards development of all round personality of students. The college has excellent infrastructure with hard working and dedicated faculty.

Nursing is essentially a profession of dedication, love for community, faith and courage. To be successful professional in the field of Nursing, one must have courage, honesty, emotional maturity and compassion to serve. These qualities are developed during the training to make an efficient nurse and useful member of the society.

The college has highly qualified faculty, active in teaching & practice. The College has fully equipped library with more than 5000 books, Indian & Foreign Journals, Reference Books, Variety of newspapers, books on personality Development and competitive examinations etc. The college provides hostel for boys and girls with all basic facilities and congenial atmosphere for studies. The college conducts yoga classes which is also a part of curriculum and adheres to the philosophy of the institute.



## **2. VISION, MISSION AND PHILOSOPHY:**

### **2.1 Vision:**

Our vision aims at becoming one of the top most institutes in India providing quality education in Nursing Science.

### **2.2 Mission:**

Our mission is to promote excellence in Nursing Sciences & Research Education. To educate students to become excellent Nurses, by focusing on pedagogy that is integrated and strengthened by specialist faculty, all of who value patient-focused care, community service, and research and to serve to the health needs of humanity.

### **2.3 Philosophy:**

The institute is fully conscious of its objective of inculcating the spirit of universal healthcare, honesty and dedication by promoting social and intellectual standards which are essential inputs for promoting well-being of the masses by extending literally and nursing knowledge.

The institute has a vision that its students, after passing out graduation and post-graduation qualification in the field of Nursing sciences will not only act as flag bearers of the Institute in the field of Nursing education but will also assume added responsibilities in the field of public health; both at National and international levels. They are also prepared not only for shouldering responsibilities in the preparation of better qualified and skilled nursing personal, but also prepare nurses to function as effective administrators, managers, educators and researchers to fulfil the increased nursing manpower demand of the country and to uplift the standard of nursing profession

## **3. AIMS & OBJECTIVES:**

### **3.1 AIMS:**

**The aim of the undergraduate nursing program at the post basic level is to upgrade the diploma (GNM) nurses to:**

**3.1.1 Assume responsibilities as professional, competent nurses and midwives at**



basic level in providing promotive, preventive, curative, and rehabilitative services.

- 3.1.2 Make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the rôle of teacher, supervisor, and manager in a clinical/public health settings.

### 3.2 OBJECTIVES:

**On completion of Post-Basic B.Sc. Nursing degree program the graduates will be able to:**

- 3.2.1 Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing physical, biological and behavioral sciences.
- 3.2.2 Participate as members of health team in the promotive preventive, curative and restorative health care delivery system of the country.
- 3.2.3 Assess health states, identify nursing needs, plan, implement and evaluate nursing care for patients /clients that contribute to health of individuals, families' and communities.
- 3.2.4 Demonstrate leadership qualities and decision-making abilities in various situations.
- 3.2.5 Demonstrate skills in communication and interpersonal relationship.
- 3.2.6 Demonstrate managerial skills in community health settings.
- 3.2.7 Recognize the need for continued learning for their personal and professional development.
- 3.2.8 Demonstrate skills in teaching to individuals and groups in community health settings. Practice ethical values in their personal and professional life.
- 3.2.9 Participate in research activities and utilize research findings in improving nursing practice.
- 3.2.10 Recognize the need for continued learning for their personal and



professional development

**4. COURSE STRUCTURE:**

4.1 The course of study leading to Post Basic B.Sc. Nursing Degree shall consist of two academic years.

III. Post Basic B.Sc. (N) First Year

IV. Post Basic B.Sc. (N) Second Year

**5. ACADEMIC QUALIFICATION FOR ADMISSION:**

5.1 Must have passed General Nursing and Midwifery with minimum of 50% marks in aggregate.

5.2 Registered Nurse and Registered Midwife qualified from a recognized institute and registered with respective State Nursing Council as approved by Indian Nursing Council (I.N.C.).

5.3 If the registration certificate cannot be obtained immediately, the original evidence for registration in the form of receipt or any other authenticated document from the office of the State Nursing Council will be accepted in lieu of the Registration Certificate.

5.4 Physical Fitness Certificate : Every candidate before admission to the course shall submit to the Principal of the Institution a certificate of medical fitness from an authorised medical officer that the candidate is Physically fit to undergo the academic course and does not suffer from any disability or contagious diseases.

5.5 Upper age limit: There shall be no upper age limit for admission to the first year of Post Basic B.Sc. Degree Courses in Nursing for trained Nurses.

**6. CRITERIA FOR SELECTION:**

6.1 The candidate who fulfil the aforesaid academic qualification for admission.

6.2 Selection of the candidate shall be based on the merit of the entrance examination held by the AMALTAS UNIVERSITY, DEWAS, or competent authority, on the basis of merit



calculated on total marks obtained in the above stated recognized entrance examination.

6.3 15% of total seats will be filled by the candidates on all India Basis inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates of Madhya Pradesh.

6.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee/ex-employee/retired employee of the Sri Aurobindo Institute of Medical Sciences and Hospital, , and 3% shall be reserved for physically handicapped candidates (disability of locomotor to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme). A certificate of physically handicapped issued by an authorized board should be submitted.

6.5 Candidate must be medically fit.

6.6 Counselling will be held to finalize the admission as per the required ordinances. The candidates must be physically present at the time of counselling, if required.

#### **7. RESERVATION POLICY:**

7.1 For disabled candidates: 3% Disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.

**Note** –A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

7.2 5% of total marks is relaxed for SC/ST/OBC candidate.

7.3 Any other reservation as per the state Govt.

#### **8. COURSE DURATION:**



8.1 The Duration of Post Basic B.Sc. (Nursing) Course Shall be Two Years.

8.2 The duration of each academic Year of Post Basic B.Sc. (Nursing) I, II Years Shall be not less than 10 Months.

8.3 The Maximum period to complete the course successfully should not exceed 4 Years from the date of Admission or as per University Policy.

#### 9. COURSE COMMENCEMENT:

9.1 The commencement Post Basic B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.

9.2 Vacation shall be granted maximum eight weeks duration between 02 academic years.

9.3 The subject to be studied in different academic year of Post Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

#### 10. EXAMINATION:

10.1 The medium of instruction and examination shall be English throughout the course of the study.

10.2 Scheme of Examination

##### ssPOST BASIC B.SC FRIST YEAR

Sr. No.	Subject	Hour	Assessment		Total
			Internal	Externa	
	Theory				
1	Nursing Foundation	2	15	35	50
2	Nutrition and Dietetics	2	15	35	50
3	Biochemistry and Biophysics	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	Maternal Nursing	3	25	75	100



7	Child Health Nursing	3	25	75	100
8	Medical & Surgical Nursing	3	25	75	100
9	English (Qualifying)*	3	25	75	100
<b>Practicals</b>					
1	Maternal Nursing		50	50	100
2	Child Health Nursing		50	50	100
3	Medical & Surgical Nursing		50	50	100

**Note:** \*Qualifying Examination of English will be held at University

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

### **POST BASIC B.SC SECOND YEAR**

Sr. No.	Subject	Hours	Assessment		Total
Theory			Internal	External	
1	Sociology	3	25	75	100
2	Community Health Nursing	3	25	75	100
3	Mental Health Nursing	3	25	75	100
4	Introduction to Nursing Education	3	25	75	100
5	Introduction to Nursing Administration	3	25	75	100
6	Introduction to Nursing Research & Statistics**	2	50	--	50
Practicals					
1	Community Health Nursing		50	50	100
2	Mental Health Nursing		50	50	100



3	Research Project**		50	50	50
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**Note:** \*\* 1) Introduction to Nursing Research & Statistics examination will be held at institution level

\*\*2) Research Project work to be carried out during clinical training

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

### 10.3 University examination:

10.3.1 There shall be one Annual University Examination at the end of each Academic Year.

10.3.2 There shall be provision for supplementary examination.

10.3.3 The University Examination marks for Medical Surgical Nursing (Practical & Viva Voice paper), Maternal Nursing (Practical and Viva Voice), Child Health Nursing (Practical And Viva Voice), Community Health Nursing (Practical And Viva Voice) and Mental Health Nursing (Practical And Viva Voice), shall be out of 50 marks.

10.3.4 Biochemistry and Biophysics - Question paper will consist of Section A- Biochemistry of 38marks and Biophysics of 37 marks.

10.3.5 If a candidate fails in either theory or practical he/she has to re-appear for both theory and practical.

10.3.6 The candidate shall have to clear all the previous examination before appearing for final year examination.

10.3.7 Minimum pass marks shall be 50% in each of the theory and practical separately.

10.3.8 Maximum number of candidate for practical examination should not exceed 20 per day.

### 10.4 Internal Examination:

10.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre-University examination for theory



and practical subjects.

10.4.2 The Internal assessment marks for the theory subjects shall be out of 25 marks in all subjects except in nursing foundation and nutrition and dietetics it shall be out of 15 marks. (Ref-9.2)

10.4.3 The Internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area or field (Ref-9.2).

10.4.4 The Internal assessment marks for Medical Surgical Nursing (Practical & Viva Voice paper-II), Maternal Nursing (Practical And Viva Voice -III), Child Health Nursing (Practical And Viva Voice -IV) ,Mental Health Nursing (Practical And Viva Voice-V), and Community Health Nursing (Practical And Viva Voice -VI) shall be out of 50 marks.(Ref-9.2).

**10.5 Supplementary Examination:**

10.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of November/December. However, those who fail in supplementary exam they will appear in main exam.

10.5.2 If a first year candidate fails in mid-session supplementary papers , candidates will be given an opportunity to appear in the main examination of II<sup>nd</sup> year provisionally along with backlog of last year subjects.

10.5.3 If a candidate fails in backlog subjects of the I<sup>st</sup> year, the result of I<sup>nd</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat his/her backlog subjects of I<sup>st</sup> year in next midsession supplementary examination.

10.5.4 Only failed subjects will have to be repeated in mid-session supplementary or Supplementary examination with the main annual examination.

10.5.5 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.



**11. CRITERIA FOR PASSING:**

- 11.1 A candidate has to pass in theory and practical exam separately in each of the subjects.
- 11.2 Minimum pass marks shall be 50% in each of the theory and practical separately.
- 11.3 If a candidate fails in either theory or practical exam he/she has to re-appear for both theory and practical.
- 11.4 Minimum pass marks shall be 33% for English only.

**12. DIVISION & MERIT:**

- 12.1 Distinction – 75% and above in any subject (First attempt only)
- 12.2 First Division – 60% and 74%
- 12.3 Second Division – 50-59%
- 12.4 Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt

**13. ATTENDANCES:**

- 13.1 A candidate must have minimum of 80% attendance in theory in each subject for appearing for examination or as per University Policy.
- 13.2 A candidate must have 100% attendance in each of the clinical area before award of degree.

**14. APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTER:**

The appointment of examiner for the theory and practical examination shall be based on following rules-

- 14.1 Question paper setter / moderator / head evaluator shall be professor, Associate professor and assistant professor with at least 3 years of teaching experience, working in any nursing institute recognized by statutory body.
- 14.2 **Practical Examiner**
  - 14.2.1 One internal and one external examiner should jointly conduct practical



examination for each student.

14.2.2 An examiner should be an Assistant Professor / Lecturer or above in a college of nursing with M.Sc. (N) in concerned subject and minimum of 3 years of teaching experience.

**15. REVALUATIONS / RE-TOTALING:**

15.1 Revaluation and re-totaling of marks is permitted for theory papers only. The university, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.

15.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the university.

**16. CANCELLATION OF ADMISSION:**

16.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on Recommendation of Head of Institution, if;

16.1.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the university.

OR

Candidate is not able to complete the course within the stipulated time as prescribed by the university.

OR

Candidate is found involved in serious breach of discipline in the Institution or in university campus

**17. SCHEME OF STUDIES:**

**17.1 ANNUAL SCHEDULE OF STUDIES**

Course Duration	-	02 years
Weeks available per year	-	52 weeks
Vacation	-	07 weeks
Gazetted holidays	-	03 weeks



Examination (including preparatory)	-	04 weeks
Available weeks	-	38 weeks
Hours available per academic year	-	1520(38 Wk x40)

- 1.7.2 The subject of study and hours wise distribution in different academic year of Post Basic B.Sc. (N) shall be as per the scheme given below.

#### DISTRIBUTION OF HOURS

##### POST BASIC B.SC FIRST YEAR

Sr. No.	Subject	Theory Hours	Practical Hours
1	Nursing Foundation	45	--
2	Nutrition and Dietetics	30	15
3	Biochemistry and Biophysics	60	--
4	Psychology	60	15
5	Microbiology	60	30
6	Maternal Nursing	60	240
7	Child Health Nursing	60	240
8	Medical & Surgical Nursing*	90	270
9	English (Qualifying)*	60	--
10	Universal Human Values & Personality-I	--	30
Total		525	840

**Note :** \* Teaching of anatomy , physiology , pharmacology and pathology will be integrated with medical surgical nursing.

##### POST BASIC B.SC SECOND YEAR

Sr. No.	Subject	Theory Hours	Practical Hours
1	Sociology	60	--



2	Community Health Nursing	60	240
3	Mental Health Nursing	60	240
4	Introduction to Nursing Education	60	75
5	Introduction to Nursing Administration	60	180
6	Introduction to Nursing Research & Statistics**	45	120
7	Universal Human Values & Personality -II	--	
<b>Total</b>		<b>345</b>	<b>885</b>

**Note:** \*\*Research Project work to be carried out during clinical training.

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE No. 65**  
**ORDINANCE PERTAINING TO TWO YEAR PAPAMEDICAL DIPLOMA COURSE**

**1. AIMS:**

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various Paramedical sectors.

**2. OBJECTIVES:**

- 2.1 To impart adequate theoretical and practical knowledge required for the paramedical technician.
- 2.2 To enable the student to perform various routine paramedical techniques and practices.
- 2.3 This ordinance shall be applicable for two years paramedical Diploma Courses.
- 2.4 The first Paramedical Diploma of Two years course, Hereinafter called 2 Year Diploma Courses, shall be designed as Diploma in Paramedical, in respective Branch.
- 2.5 The ordinance shall be applicable:
- 2.5.1 Diploma in O.T. Technology.
- 2.5.2 Diploma in Dialysis Technician.
- 2.5.3 Diploma in X-Ray Radiographers.
- 2.5.4 Diploma in Medical Laboratory (DMLT).
- 2.5.5 Diploma in Paramedical Ophthalmic Assistant.
- 2.5.6 Diploma in perfusionist Cardiac Surgery Technician.
- 2.5.7 Diploma in Cath -Lab Technician.
- 2.5.8 Diploma in Optometric — Refraction.
- 2.5.9 Diploma Anesthesia Technician.
- 2.5.10 Diploma in Sanitary Inspector.
- 2.5.11 Diploma in Blood Transfusion.
- 2.5.12 Diploma in clinical Biochemistry.
- 2.5.13 Diploma in Microbiology.

**3. ACADEMIC QUALIFICATION AND**

**SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Minimum qualification for admission to the paramedical Certificate course shall be the Qualifying Higher Secondary School Certificate Examination (10+2) with Science Physics, Chemistry and Biology from M.P. Board of Secondary Education or 12<sup>th</sup> standard 2 years P.U.C (Pre University Courses) or equivalent examination from a recognized Board/University.
- 3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to



time. Other norms laid down by State Council of Paramedical course shall also be followed.

- 3.3 The Candidate should have completed minimum of 17 years of age on / before 31<sup>st</sup> December of the concerned academic session.

- 3.4 Selection Criteria: The admission in Paramedical Diploma program First Year shall be based on the merit of the qualifying examination.

OR

- 3.5 Common Entrance Test (CET), conducted by the University/ any designated agency. On admission, every candidate shall have to get fitness certificate from Amaltas Hospital, Dewas for physical fitness.

4. **NUMBER OF SEATS:**  
Number of seats will be as per course approval by competent Authority.

5. **FEE STRUCTURE:**  
The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission / competent authority.

6. **CURRICULUM AND SYLLABUS:**  
The curriculum and syllabus will be framed by concerned Board of studies which duly approved by academic counsel in accordance with the guidelines issued by concerning council.

7. **COMMENCEMENT OF COURSES:**  
7.1 The course shall be commencing from the month of August/ September of every academic year.  
7.2 The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

8. **EXAMINATION:**  
8.1 The medium of Instruction shall be English throughout the course.

- 8.2 **University Examination; Theory &**

**Practical:**

- 8.2.1 There shall be University examination, at the end of the academic year.

- 8.2.2 The Main Examination shall be held on yearly basis for all the two years respectively.

- 8.2.3 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (examination) in October/ November. The succeeding examination shall be held within 6 months.



- 8.2.4 University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.
- 8.2.5 Theory and Practical examination shall be considered as separate heads/ subjects for passing.
- 8.2.6 Scheme of the Examinations shall be as per the scheme, approved by Academic Council of the University
- 8.3 **Written Examination**
- 8.3.1 Written Examination shall be of 3 Hours.
- 8.3.2 Each theory paper shall carry marks.
- 8.4 **Appointment of Examiners/ Question Paper Setters:** The appointment of examiner for the University Examination shall be as per ordinance of the University
- 8.5 **Criteria for Passing:**
- 8.5.1 A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.
- 8.5.2 A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.
- 8.5.3 A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination, university examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.
- 8.6 **Internal Examination:**
- 8.6.1 Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- 8.6.2 The Internal assessment examinations shall be conducted for Theory subjects. 40% of Internal assessment marks shall be allotted from best of two internal examinations. 40% shall be on the basis of Day to Day Assessment based on Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices/ Skills. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment.
- 8.6.3 Best marks out of two internal examinations shall be considered for inclusion in the University examination.
- 8.6.4 The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.
- 8.7 **Division and Merit List:**



- 8.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual university examination.  
There shall be Divisions as follows:  
Distinction: 75% and above of grand total marks in First attempt  
First Division: >60% and <75% of grand total marks in First attempt.  
Second Division: >50% and <60% of grand total marks in First attempt.  
Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.
- 8.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years in.

9. **GRACE MARKS:**  
The Grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

10. **ATTENDANCE:**  
10.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 75% of the total Theory and the practical classes held separately in each subject of the course of the study or as per University Policy.  
10.2 The total lectures and practical shall be conducted as per the scheme and the syllabus.

11. **CANCELLATION OF ADMISSION:**  
11.1 The admission of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if:  
He/ She is not found qualified as per Rehabilitation Council Of India, MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the university.  
OR  
He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.  
OR  
He/ She is found involved in serious breach of discipline.

12. **GENERAL:**  
Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE NO. 66**  
**BACHELOR OF MEDICAL LABORATORY TECHNOLOGY (BMLT)**  
**3 YEAR DEGREE COURSE**

**39. AIMS AND OBJECTIVES:**

**39.1 AIMS:**

- 39.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 39.1.2 To provide students with an overview of various medical laboratory procedures.

**39.2 OBJECTIVES:**

- 39.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 39.2.2 To perform routine and special laboratory investigations.
- 39.2.3 To introduce quality control system in laboratory.

**40. COURSE STRUCTURE:**

- 40.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.
- 40.2 Duration of the course : The Bachelor of Medical Laboratory Technology is a three year regular degree course, named below:
  - 40.2.1 BMLT I year
  - 40.2.2 BMLT- II year
  - 40.2.3 BMLT- III year
- 40.3 Each academic year shall consist of 240 teaching days.
- 40.4 The Student admitted in BMLT, course shall have to complete the course within -the maximum permissible duration of 6 years, from the date of admission or as per University Policy.

**41. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 41.1 Admission to the First year-in Bachelor of Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.
- 41.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility.
- 41.3 The candidate should have completed minimum of 17 years of age on or before 31<sup>st</sup> December of the concerned academic session.



- 41.4 Selection Criteria: The admission in BMLT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 41.5 On admission, every candidate shall have to get fitness certificate from Amaltas Hospital, for physical fitness.

**42. COMMENCEMENT OF COURSE:**

The course shall be commencing from the month of August of every academic year.

**43. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

**43.1 Attendance**

43.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the study. However only Dean/ Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per university Policy.

43.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

**43.2 Sessional Examinations:**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

**43.3 Internal Assessment:**

The internal assessment for each subject of each academic year shall carry 100 marks.

**43.4 University Examination; Theory & Practical**

43.4.1 Written Examination

43.4.2 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

**43.5 Appointment of the Examiners/ Question Paper Setters.**

The appointment of examiner for the University Examination shall be based on following criteria;

43.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.



- 43.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.
- 43.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 43.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.
- 43.6 Criteria for Passing**  
In each subject/head (theory and practical);
- 43.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.
- 43.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.
- 43.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing the next year examination.
- 43.7 Division and Merit List**
- 43.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination. There shall be Divisions as follows:
- **Distinction:** 75% and above of grand total marks in First attempt.
  - **First Division:** >60% and <75% of grand total marks in First attempt.
  - **Second Division:** >50% and <60% of grand total marks in First attempt.
  - **Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.
  - All other successful candidates who pass the examinations in more than first/1<sup>st</sup> attempts shall be declared pass irrespective of percentage of marks.
- 43.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.
- 43.8 Three month Compulsory Rotatory Clinical Training**  
For BMLT III year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be



undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood-Banking

**The Laboratory training should cover the following terms:**

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students: Technician Student ratio will be 1:5.

- a. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- b. Minimum 50-70 hrs. is mandatory for each of the above mentioned Laboratories.
- c. Student should obtain training, Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- d. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD.

**44. REVALUATION / RE-TOTALING:**

Re-Totaling and Revaluation both should be allowed as per the University rules.

**45. CANCELLATION OF ADMISSION:**

45.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

45.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

45.1.2 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

45.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

**Note:** Other rules regarding conduct of Examination/ Scheme and Syllabus may be amended/ modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

**46. SCHEME OF COURSE / EXAMINATION:**



## 46.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>BMLT FIRST YEAR</b>				
Biochemistry	80	120	110	310
Hematology and Clinical Pathology	90	120	110	320
Applied Histology	90	120	110	320
Microbiology	100	120	110	330
*Applied English	60	-	-	60
*First aid and Basic Nursing	60	20	-	80
<b>BMLT SECOND YEAR</b>				
Analytical Biochemistry	80	120	110	310
Hematology	90	120	110	320
Cellular Pathology	90	120	110	320
Identification of Bacteria	100	120	110	330
*Basic Computer Application	20	40	-	60
<b>BMLT THIRD YEAR</b>				
Clinical Biochemistry	80	120	110	310
Applied Hematology	80	120	110	310
Special Histology	90	120	110	320
Applied Microbiology	100	120	110	330
*Instrumentation	-	-	-	40
*Clinical Research Methodology	20	-	-	20
*Clinical Posting	-	-	300	300

\*Non Examination (Subsidiary) subjects

## 46.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 46.3 Scheme of Examination

Paper	Theory	Internal Assessment	*Min Theory + Internal Assessment	Practical & Viva	*Min. Practical
<b>BMLT FIRST YEAR</b>					
Biochemistry	100	100	100	100	50



Hematology and Clinical Pathology	100	100	100	100	50
Applied Histology	100	100	100	100	50
Microbiology	100	100	100	100	50
<b>BMLT SECOND YEAR</b>					
Analytical Biochemistry	100	100	100	100	50
Hematology	100	100	100	100	50
Cellular Pathology	100	100	100	100	50
Identification of Bacteria	100	100	100	100	50
<b>BMLT THIRD YEAR</b>					
Clinical Biochemistry	100	100	100	100	50
Applied Hematology	100	100	100	100	50
Special Histology	100	100	100	100	50
Applied Microbiology	100	100	100	100	50
*Instrumentation	-	50	25	-	-

**\*Minimum 50% passing marks require in theory & internal assessment as well as in practical & Viva-voce. \*The marks of the Instrumentation paper will not be included in the Total Result i.e. for calculation percentage of marks obtained.**

#### **47. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 67**  
**MASTER'S DEGREE IN MEDICAL LAB TECHNOLOGY (MMLT)**

**1. NOMENCLATURE:**

MASTER'S IN MEDICAL LAB TECHNOLOGY (MMLT)

1.1 MEDICAL HEMATOLOGY.

1.2 MEDICAL HISTOPATHOLGY.

1.3 MEDICAL MICROBIOLOGY.

1.4 MEDICAL BIOCHEMISTRY.

**2. GOALS:**

The goals of postgraduate training in various specialties in MMLT are to train graduates who will:

2.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.

2.2 Exercise empathy and a caring attitude and maintain high ethical standards.

2.3 Continue to evince keen interest in continuing professional development in the specialty and allied specialties irrespective of whether in teaching or practice.

2.4 Willing to share the knowledge and skills with any learner, junior or a colleague.

2.5 To develop faculty for critical analysis and evaluation of various concepts and views & to adopt most rational approach.

**3. OBJECTIVES:**

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him/her for a career in teaching, research and specialty practice. A candidate must achieve a high degree of professional proficiency in the subject matter and develop competence in research and its methodology as related to the field concerned.

The above objectives are to be achieved by the time the candidate completes the course.

The objectives may be considered as under –

- Knowledge (Cognitive domain)
- Skills (Psycho motor domain)
- Human values, ethical practice and communication abilities (affective domain)

**4. KNOWLEDGE:**

4.1 Demonstrate understanding of basic sciences relevant to specialty



- 4.2 Acquire the detailed knowledge about the fundamentals and advances of the respective specialty.
- 4.3 Update knowledge by self-study and by attending courses, conferences and seminars relevant to specialty.
- 4.4 Undertake audit, use information and carryout research both basic and professional with the aim of publishing or presenting the work at various scientific gatherings.

**5. SKILLS:**

Acquire adequate skills and competence in performing various tasks as required in the specialty.

**Human values, ethical practice and communication abilities:**

5.1 Adopt ethical principles in all aspects of the professional practice.

5.2 Foster professional honesty and integrity

5.3 Discharge the duties irrespective of social status, caste, creed or religion of the customer/client.

5.4 Develop oral and written communication skills.

5.5 Provide leadership and get the best out of his or her team in a congenial working atmosphere.

5.6 Apply high moral and ethical standards while carrying out human or animal research.

Be humble and accept the limitations in his or her knowledge and skill and to ask for help from colleagues when needed.

**6. PROMULGATION:**

The Degree of Master's in Medical Lab Technology (MMLT) shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in a recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance in theory, practical and clinical classes which are mandatory (As per university rules).

**7. ELIGIBILITY FOR ADMISSION:**

For admission, candidate should have passed full time regular Bachelor's in Medical Laboratory Technology (BMLT) from any recognized university with minimum 50% aggregate. In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules. Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BMLT for appearing in the entrance exam.

**8. DURATION OF COURSE:**

The duration of the certified study for the Master's in Medical Lab Technology (MMLT) shall be full time regular course and its duration shall extend over a period of two continuous academic Years on a full time basis for the award of the degree. The student for the award



of the MMLT degree shall have to qualify in all papers prescribed for the MMLT course within a period of FOUR years from the date he/she joined the course or as per University Policy.

**9. MEDIUM OF INSTRUCTION:**

English will be the medium of instruction for the subjects of study and for the examination of the MMLT course.

**10. ATTENDANCE REQUIREMENT FOR EXAMINATION:**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MMLT course. Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year or as per University Policy. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

**11. CONDONATION OF ATTENDANCE:**

Dean/ Principal of the college are empowered to condone 10% of attendance on valid grounds.

**12. ADMISSION TO UNIVERSITY EXAMINATION OF MMLT COURSE:**

The candidate admitted in an academic year will be registered to take up their University Examination after completion of two academic years.

Subject of first year MMLT College/ Institutional examinations: Medical Hematology (Review of the introduction and basic aspects); Medical Histopathology (Review of the introduction and basic aspects); Medical Microbiology (Review of the introduction and basic aspects), Medical Biochemistry (Review of the introduction and basic aspects), Molecular Biology and Applied Genetics, Instrumentation, Biostatistics, Clinical Pathology & Miscellaneous will be common subjects for all the students.

Subject in Second Year MMLT will be as per the elective specialization (**Medical Hematology, Medical Histopathology, Medical Microbiology and Medical Biochemistry**)

**13. COMMENCEMENT OF THE EXAMINATION:**

There shall be two university examinations: Main and Supplementary examination as per university notification every academic year for MMLT. For MMLT course (which is of two years duration), the University examination will be held at the end of second year only. However, at the end of first academic year, Internal examination will be conducted at the college level itself and the result has to be sent to the University as per the scheduled notification. (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at AMALTAS UNIVERSITY, DEWAS, subject to passing in first year internal examination conducted at college / institution level.

**14. TEACHING DAYS IN AN ACADEMIC CALENDAR / ADMISSIONS:**



The admissions of students into various programs should be completed by 30th November. There shall be 240 minimum teaching days in one academic year.

**15. DISSERTATION/THESIS:**

Every candidate pursuing MMLT degree course is required to carry out work on a selected research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation. The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions. Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopses of Dissertation have to be approved by the Institutional Ethical Committee. No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and held responsible in correctly directing the candidate in the methodology and not responsible for the outcome and results. The dissertation should be written under the following headings.

1. Introduction
2. Aims or objectives of study
3. Review of literature
4. Material and methods
5. Results
6. Discussion
7. Conclusion
8. References
9. Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Four copies of dissertation thus prepared shall be submitted to the Registrar, three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be valued by the evaluator (Examiners) apart from the guide out of which one is external outside the university. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to appear in the university examination.



16. For other provision which is not covered in this curriculum & syllabus will be applicable as per the university ordinance.
17. **Passing Marks of Examination:**
- 17.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately. For theory paper the internal assessment marks and theory examination marks will be counted.
- 17.2 The candidate should pass separately in two heads i.e in Theory and also in Practical (with 50% marks).
- 17.3 The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.
- 17.4 The grace marks shall be allowed according to the University Policy.
- 17.5 Regarding Grace Marks it was decided that total weightage of grace marks would be 5 (five), and that grace marks can be split between the subjects. There will not be any grace marks for the Practical examination.
- 17.6 Grace marks will not be added to total marks of the candidate. In Supplementary examination also similar pattern of grace marks will be followed.
18. After completion of two academic years of studies he/she shall not have any privileges of a regular student.
19. Successful candidate who obtain 60% or more of the aggregate marks in Part-I and Part- II examination taken together shall be placed in the first division and those who obtain 50% or more but less than 60% shall be placed in the second division.
20. A successful candidate of the MMLT Part-I and Part- II examination shall be awarded degree in following nomenclature:
- MMLT in MEDICAL HEMATOLOGY
  - MMLT in MEDICAL HISTOPATHOLOGY
  - MMLT in MEDICAL MICROBIOLOGY
  - MMLT in MEDICAL BIOCHEMISTRY

21. **SCHEME OF EXAMINATION:**

**MMLT-I YEAR (Common for all Specializations)**

Institutional examination as per university notification

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
		I	II						
1.	Medical Hematology (Review of the introduction and	70	30	100	50	60	40	100	50



	basic aspects)								
2.	Medical Histopathology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
3.	Medical Microbiology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
4.	Medical Biochemistry (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
5.	Molecular Biology and Applied Genetics	70	30	100	50	-	-	-	-
6.	Instrumentation, Biostatics, Clinical Pathology & Miscellaneous	70	30	100	50	-	-	-	-
<b>Total Max. Marks</b>				<b>600</b>				<b>400</b>	

N.B.- There shall be institutional/ college level examination as per university notification, marks to be sent to university .

#### MMLT-II YEAR= SPECIALIZATION: MEDICAL HEMATOLOGY

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MA X	MIN I
		THEOR Y	INTERN AL	MA X	MIN I	PRACTICA L	VIV A		
1.	Medical Hematology –I	70	30	100	50	60	40	100	50
2.	Medical Hematology –II	70	30	100	50				
3.	Medical Hematology –III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50



Total Max. Marks	300	Total Max. Marks	200
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**SPECIALIZATION: MEDICAL HISTOPATHOLOGY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MIN	PRACTICAL	VIVA		
1.	Medical Histopathology-I	70	30	100	50	60	40	100	50
2.	Medical Histopathology-II	70	30	100	50				
3.	Medical Histopathology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL MICROBIOLOGY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MIN	PRACTICAL	VIVA		
1.	Medical Microbiology -I	70	30	100	50	60	40	100	50
2.	Medical Microbiology -II	70	30	100	50				
3.	Medical Microbiology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL BIOCHEMISTRY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MIN	PRACTICAL	VIVA		
1.	Medical Biochemistry -I	70	30	100	50	60	40	100	50
2.	Medical Biochemistry -II	70	30	100	50				
3.	Medical Biochemistry -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**22. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE NO. 68**  
**ORDINANCE PERTAINING TO BACHELOR OF PHYSIOTHERAPY (BPT)**

This ordinance shall provide regulation of AMALTAS UNIVERSITY, DEWAS running Bachelor degree Program in Physiotherapy (BPT).

The degree of Bachelor of Physiotherapy shall comprise a course of study spread over a period of 4 academic years followed by six months Compulsory full time internship and the candidates will be full time regular students of the course.

**1. AIMS AND OBJECTIVES:**

**1.1 AIMS:**

- 1.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 1.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 1.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs
- 1.1.4 To make research a significant activity involving staff, students and society.
- 1.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies.
- 1.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 1.1.7 To fulfill the national obligation through rural health missions.
- 1.1.8 Proficiency in the diagnosis and skills of basic, physiotherapy procedures and techniques with adequate theoretical basis and rationale of medical/Physiotherapy & allied health sciences.
- 1.1.9 To detect and evaluate the anatomical, patho-physiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & to arrive at appropriate diagnosis.



- 1.1.10 To understand the rationale & basic investigative Diagnostic approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.
- 1.1.11 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists.
- 1.1.12 To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

## **1.2 OBJECTIVES:**

The objective of the course shall allow the students:

- 1.2.1 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 1.2.2 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 1.2.3 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 1.2.4 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 1.2.5 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 1.2.6 To ordinate periodic performance evaluation of the faculty.
- 1.2.7 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 1.2.8 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 1.2.9 To strengthen, develop and implement staff and student welfare programs.
- 1.2.10 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 1.2.11 To constantly display sensitivity and respond to changing educational, social, and community demands.



- 1.2.12 To promote public- private partnership
- 1.2.13 To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- 1.2.14 To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- 1.2.15 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 1.2.16 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 1.2.17 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative & Promotive goals in a variety of health care settings.
- 1.2.18 To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for primary clients and all physiotherapy related referrals.
- 1.2.19 To endorse physiotherapeutic moral and ethical codes as per international standards with emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 1.2.20 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- 1.2.21 To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities
- 1.2.22 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

## **2. DURATION OF THE COURSE:**

Duration of the course leading to Degree of Bachelor of Physiotherapy (BPT) shall be regular full time four and half calendar years (Including Six Months compulsory rotatory internship).



**3. STRUCTURE OF BPT CURRICULUM:**

3.1 Bachelor of Physiotherapy course shall be taught within four Years with following distribution.

- First Year B.P.T.
- Second Year B.P.T.
- Third Year B.P.T.
- Fourth Year B.P.T.

3.2 The Practical work also includes the clinical work wherever applicable.

3.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.

3.4 Compulsory Rotatory Internship shall be not less than 6 months.

3.5 The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission or as per University Policy.

3.6 The examination shall be held twice a year, one regular (Main exam) to be held as per university schedule and supplementary (Second exam) to be held as per university schedule or as may be fixed by controller of Examination/apex body.

**4. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

4.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed as per Government Norms.

4.2 Selection of candidate will be on basis of the entrance examination or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying



examination.

4.3 The minimum age for admission, shall be 17 years on 31<sup>st</sup> December of academic year of admission.

4.4 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital.

4.5 The course shall be commencing from the as per apex council/university schedule of every academic year.

**5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (As decided by apex council/University) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

**5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and 85% of the practical classes held separately in each subject of the course of the study or as per University Policy.

5.1.2 The total lecture and practical shall be conducted as per scheme.

**5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

**6. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:**

6.1 Examination will be conducted by the university:

- 1<sup>st</sup> Year at the end of the 1<sup>st</sup> year.
- 2<sup>nd</sup> Year at the end of the 2<sup>nd</sup> year.



- 3<sup>rd</sup> Year at the end of the 3<sup>rd</sup> year.
- B.P.T. Final Examination at the end of the 4<sup>th</sup> year.

Examination shall be in Theory and Practical. A candidate will be permitted to appear for the University Examination in the subject only if:

- He has not less than 75% of attendance in Theory and 85% Practical in each subject or as per University Policy.
- He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

6.2 Students may carry over two subjects from one year to the following year and must pass in the failed subjects before appearing in the next year exam.

6.3 Students may carry two subjects from 2<sup>nd</sup> year to 3<sup>rd</sup> year and must pass in failed subject before appearing in 3<sup>rd</sup> year annual exam.

6.4 Students may carry two subjects from 3<sup>rd</sup> year to 4<sup>th</sup> year and must pass in failed subjects before appearing in the 4<sup>th</sup> year exam.

6.5 There will be two examination in a year with an interval of four to six months between the two examinations.

## **7. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

7.1 The Examination will be held twice a year for all the four years respectively.

7.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.



7.3 A student who satisfies the clause 4 and following requirements duly certified by the Principal of the Physiotherapy College/Institution recognized by this University for B.P.T course shall be eligible to appear in the first B.P.T. examination:

- 7.3.1 of having good character;
- 7.3.2 of having attended the prescribed course;
- 7.3.3 of having attended not less than:
  - 75% of all course of lectures delivered; and
  - 85% of full course of practicals held separately.

7.4 A student who possesses the qualifications and satisfies the following requirements duly certified by the Principal of the Physiotherapy College/Institution recognized by this University for the B.P.T course shall be eligible to appear in second/Third/Final year B.P.T. examination.

- 7.4.1 of having good character;
- 7.4.2 of having attended the prescribed course;
- 7.4.3 of having attended not less than:
  - 75% of all course of lectures delivered; and
  - 85% of full course of practicals held separately or as per University Policy..

7.5 **Internal assessment:**

- 7.5.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- 7.5.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University.
- 7.5.3 Day to day records should be given importance during internal assessment.
- 7.5.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.



Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

#### **7.6 Criteria for Passing:**

- 7.6.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.
- 7.6.2 The candidate must secure a minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.
- 7.6.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks."

7.7 Each Theory paper will be of three hours.

7.8 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.

7.9 The medium of examination shall be English.



- 7.10 If candidate fails either in Theory or in Practical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.
- 7.11 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations. The institute shall adopt uniform criteria for Internal Assessment for which a record, i.e., attendance and evaluated answer sheets of internal exam of such student shall be maintained in the institution, which will be shown to the student and such records shall be maintained for 3 months after the declaration of university results.
- 7.12 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.
- 7.13 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Principal of Physiotherapy college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course of training/hospital practice, in the subjects of the examination as the Principal may determine.
- 7.14 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination
- 7.15 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from MP Paramedical Council.



**7.16 Question Paper Pattern**

- Section A - MCQs/VSQs (Answer to be given in 50-60 words) (02x10=20)
- Section B - SAQs (Answer to be given in 250-300 words) (05x10=50)
- Section C - LAQs (Answer to be given in 450-500) words) (02x15=30)

**First Year B.P.T. Examination**

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Human Anatomy	20	20	100	20	40	200
2	Human Physiology	20	20	100	20	40	200
3	Fundamental of Physics, Biomechanics & Biomechanical	20	20	100	20	40	200
4	Fundamental of Medical Electronics & principles of Bioelectrical	20	20	100	20	40	200
5	Psychology & Sociology	20	--	80	--	--	100
<b>Total Max. Marks</b>							<b>900</b>

N.B.- Viva marks will be added in theory marks along with internal assessment theory marks; candidate have to get min. 50% marks in theory, viva and internal assessment collectively for passing the examination (Theory + Viva + Internal assessment).

**Second Year B.P.T. Examination**

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Pathology & Microbiology	20	--	80	--	--	100



2	Biochemistry & Pharmacology	20	--	80	--	--	100
3	Medicine including Pediatrics & Geriatrics	20	--	80	--	--	100
4	General Surgery, Obstetrics & Gynaecology	20	--	80	--	--	100
5	Exercise therapy including yoga	20	20	100	20	40	200
6	Electrotherapy	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>800</b>

N.B.- Viva marks will be added in theory marks along with internal assessment theory; candidate have to get min. 50% marks in theory and viva collectively for passing the examination(Theory + Viva + Internal assessment).

#### Third Year B.P.T. Examination

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Neurology including Psychiatry & Neurosurgery	20	--	80	--	--	100
2	Orthopaedics	20	--	80	--	--	100
3	Applied Biomechanics & Kinesiology	20	--	80	--	--	100
4	Physiotherapeutic in Neurology & Neurosurgery	20	20	100	20	40	200
5	Physiotherapeutic in Orthopaedic Conditions	20	20	100	20	40	200
6	Physical Evaluation, Diagnosis & Prescription	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>900</b>

N.B.- Viva marks will be added in theory marks along with internal assessment



theory; candidate have to get min. 50% marks in theory, viva and internal collectively for passing the examination(Theory + Viva + Internal assessment).

#### Fourth Year B.P.T. Examination

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Community PT, Rehabilitation & Disability prevention	20	--	80	--	--	100
2	Research methodology & Biostatistics.	20	--	80	--	--	100
3	Cardiothoracic diseases and surgeries	20	--	80	--	--	100
4	Physiotherapeutic in General & Cardiothoracic Conditions	20	20	100	20	40	200
5	Sports Physiotherapy	20	20	100	20	40	200
6	PT Ethics, management & Administration ** NUES	--	100	--	--	--	100
7	Project Work**NUES	--	100	--	--	--	100
Total Max. Marks							900

N.B.- Viva marks will be added in theory marks along with internal assessment theory; candidate have to get min. 50% marks in theory, viva and Internal assessment collectively for passing the examination(Theory + Viva + Internal assessment).

\*\* NUES= Non-university Examination Subject

#### 8. APPOINTMENT OF THE EXAMINERS/ QUESTION PAPER SETTERS:

The appointment of examiners for the University Examination shall be based on following criteria;



8.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall have minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.

8.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.

8.3 The External Examiner shall, be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

8.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convenor examiner for the examinations.

#### 9. DIVISION AND MERIT LIST:

9.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/her successful attempt in annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

All the other successful candidates, who pass the examination in more than 1<sup>st</sup>/one attempt shall be declared pass irrespective of percentage of marks



9.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**10. RE-EVALUATION/ RE-TOTALING:**

- 10.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.
- 10.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

**11. COMPULSORY ROTATARY INTERNSHIP:**

- 11.1 Candidates seeking entry to the internship period must have passed all examinations in all subjects (i.e. He/She must have secured total credits of the Programme).
- 11.2 Candidates need to pursue internship from Sri Aurobindo Institute of Medical sciences or its constituent hospitals only .
- 11.3 Duration: 6 months inclusive of posting in rural setup/CBR/similar setup.
- 11.4 During the internship candidate shall have to work full time average 7 hours per day (each working day) for 6 Calendar months (total Credit hours – 1260).
- 11.5 Each candidate is allowed maximum of 6 holidays during entire Internship Programme and in case of any exigencies during which the candidate remains absent for a period more than 6 days, he/she will have to work for the extra days during which the candidate has remained absent. This will be subject to approval from institution head.
- 11.6 Assessment: The interns/candidate shall maintain the record of work, which will be verified and certified by the Head of the Department under whom he/she works. Apart from scrutiny of the record of work, the Head of the Department shall undertake assessment and evaluation of training in attendance, discipline,



knowledge, skills and attitude for the duration of training. The assessment report of the candidate shall be sent to the Parent institution.

- 11.7 Based on the record of work and date of evaluation the Director/Principal shall issue Certificate of Satisfactory Completion of training following which the University shall award the Bachelor of Physiotherapy Degree or declare the candidate eligible for the same.
- 11.8 In the event of unsatisfactory report, the said intern shall have to repeat the internship for the period to be decided by the Head of the Institution concerned.
- 11.9 Intern will abide by all the rules & regulations of Institution/Hospital where they are posted.
- 11.10 Intern shall be responsible for proper use of equipment's of the Institute/Hospital where they are posted. He/She shall be liable to pay for damages caused to the equipments resulting from improper use by him/her.
- 11.11 Internship duration can be extended by the Principal / Director on the grounds:
  - 11.11.1 Remaining absent in excess of the permitted 6 days leave period, which is due: An intern will compensate by working extra for each day leave taken.
  - 11.11.2 Unsatisfactory performance during the period: If there are unsatisfactory reports in terms of performance of the intern, submitted by the Department In-charge, the said intern shall have to repeat the internship for a period at least two months further.
  - 11.11.3 Case of indiscipline at any level: A Discipline and Action Committee will be formed in the college / Institution convened by Internship coordinator/HOD PT & headed by Director/Principal. In case of any lack of discipline, breach of trust or indulgence in any criminal activity on the part of the interns when reported by the concerned departments of Hospitals/Institutions where the interns have been posted, the defaulting Intern shall be called back immediately and subjected to disciplinary proceedings by the Disciplinary Action Committee.



**11.11.4 Punishments:**

- Suspension of Internship for a period of 3 4 weeks for the reasons to be recorded. Following this disciplinary suspension, internship can be resumed only after submission of an appropriate undertaking/guarantee/surety. Period of suspension shall be considered as Break in Internship. Disciplinary Action Committee shall decide the period of suspension and resumption of Internship for a specified period.
- Rustication & Termination: In case of a serious complaint of indiscipline or breach of trust against intern or any criminal activity done by intern according to the law of the country, he/she may be rusticated along with termination of Internship. Hon'ble Court of Law can resume the Internship in this case only on the abrogation of criminal charges against him.

**EVALUATION OF STUDENTS UNDER PRACTICAL/INTERNSHIP:**

S. No.	Description	Satisfactory/ Unsatisfactory
1.	Attendance	
2.	Discipline and general behavior in the Department	
3.	Approach to patients	
4.	Inquisitiveness regarding the subject	
5.	Knowledge about evaluation of conditions	
6.	Knowledge about various therapeutic modalities	
7.	Knowledge about actual application of therapeutic skills	
8.	No. of patients/Evaluation/Case presentations/ Case discussion	

**12.****CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:



- 12.1 He/She is not found qualified as per Government norms/ statutory norms and guidelines or the eligibility criteria prescribed by the University.
- 12.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 12.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.
- 12.4 He/She is found involved in any Police matter.

**13. THE QUALIFIED PHYSIOTHERAPIST WILL BE ABLE TO:**

- 13.1 Demonstrate appropriate knowledge, skills and attitude required for the competent, reflective practice of physiotherapy.
- 13.2 Demonstrate the necessary critical skills to be able to adapt to and utilize new developments in physiotherapy practice for the benefit of the patient.
- 13.3 Demonstrate the ability to analyse and evaluate physiotherapeutic interventions.
- 13.4 Identify the needs of the patient using assessment techniques and determine the objectives of patient management.
- 13.5 Carry out and progress safe and effective patient management programs.
- 13.6 Critically evaluate their own role and performance within an interdisciplinary team.
- 13.7 Demonstrate the ability to apply research techniques to the practice of physiotherapy.
- 13.8 Able to make assess, Evaluate and diagnose IPD/OPD patient and to set a Physiotherapy Treatment protocol.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE NO. 69****ORDINANCE PERTAINING TO MASTER OF PHYSIOTHERAPY (MPT)****1. PROMULGATION:**

MPT/ Master of Physiotherapy is a post graduate Physiotherapy Degree course that shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in an affiliated and recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance and clinical posting allotted.

**2. TITLE AND COMMENCEMENT:**

Master Degree Program in Physiotherapy (MPT) from AMALTAS UNIVERSITY, DEWAS shall offer Seven specialities & the respective Degree shall be called as follows-

Master degree Program	Specialty
Master of Physiotherapy(MPT)	Orthopedic Physiotherapy
Master of Physiotherapy(MPT)	Neurological Physiotherapy
Master of Physiotherapy(MPT)	Cardiorespiratory Pulmonary Physiotherapy
Master of Physiotherapy(MPT)	Sports Physiotherapy
Master of Physiotherapy(MPT)	Geriatric Physiotherapy
Master of Physiotherapy(MPT)	Gynecology Physiotherapy
Master of Physiotherapy(MPT)	Pediatric Physiotherapy

**3. COURSE OUTLINE:**

The Master Degree in Physiotherapy is a two-year program consisting of classroom teaching, self-academic activities and clinical posting.

3.1 In the first year, theoretical basis of specialty physiotherapy is refreshed along with research methodology and biostatistics. The students are posted in their areas of clinical expertise specialty during this period. They are required to choose their study



for dissertation and submit a synopsis within 4 months from the date of starting the college.

3.2 During the second year the students will be posted in their area of specialty. They are required to complete and submit their dissertation. The learning program includes seminars, journal reviews, case presentations, case discussion and classroom teaching. Some of the clinical postings are provided at other reputed centers in the country in order to offer a wider spectrum of experience. The students are encouraged to attend conference, workshop to enhance their knowledge during the course of study. University examinations are held at the end of second year.

#### **4. GOALS OF COURSE:**

- 4.1 To set the standard in the said discipline, to enable autonomous practice as a specialist & to prepare a post graduate student towards his/her professional autonomy with self regulating discipline at per with global standards.
- 4.2 Formation of base of the professional practice by referral as well as first contact mode using evidence-based practice.
- 4.3 Impartation of research basis in order to validate techniques & technology in practice to physiotherapy.
- 4.4 To imbibe the required skill and professionalism in the students pertaining to concept to quality care at the institutional as well as the community levels.
- 4.5 Inculcation of appropriate professional relationship in multidisciplinary set up, patient management and co partnership basis.
- 4.6 Preparation of students to address problems related to health education and community physiotherapy.
- 4.7 Practicing the concept of protection of rights of the community during referral as well as first contact practice.
- 4.8 Incorporation of concept of management in physiotherapy.
- 4.9 Experience in clinical training and undergraduate teaching partly.
- 4.10 Providing the honest, competent and accountable physiotherapy services to the community.



**5. ELIGIBILITY FOR ADMISSION OF STUDENTS:**

- 5.1 Master of Physiotherapy course shall be open to those who have passed 10+2 (Physics, Chemistry, English & Biology) and full time Bachelor of Physiotherapy BPT degree from institutions/ any recognized university where the mode of study is a full time regular program, with minimum 4½ years duration (Including 6 months of compulsory rotating internship in Physiotherapy) from AMALTAS UNIVERSITY, DEWAS or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate.

In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules.

Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BPT for appearing in the entrance exam. The candidate selected as per his/her merit cum preference for particular subject has to join the course on the date of course commencement as notified on University website.

- 5.2 Eligible candidate should apply to AMALTAS UNIVERSITY, DEWAS with the following documents along with the prescribed fee.

- B.P.T./B.P.Th./B.Sc.(PT) provisional /Degree certificate issued by the respective university.
- Mark sheets of all the university examination passed.
- Completion of internship certificate.
- Bonafide and character certificate from the Head of Institution last attended.
- Leaving/Transfer certificate from the Institution last attended.
- Physical fitness certificate from a registered Medical Practitioner.
- Proof of SC/ST or category-I as the case may be.
- A candidate migration certificate who has been admitted to postgraduate course should register his/her name in the University within a month of admission after paying the registration fee.



**6. COMMENCEMENT OF CLASSES:**

The date of commencement of classes will be communicated to the candidates at the time of counseling. Similar shall be notified at SAU website. Candidates will be required to be present in the campus and report to the Head of the college for inaugural address so that they are aware of the various requirements, facilities structures and orientation of the Department and the University.

**7. DURATION OF COURSE:**

The duration of the certified study for the Master of physiotherapy shall be full time regular course and its duration shall extend over a period of two continuous academic Years' on a full time basis for the award of the degree. The student for the award of the MPT degree shall have to qualify in all papers prescribed for the MPT course within a period of FOUR years from the date he/she joined the course.

**8. MEDIUM OF INSTRUCTION:**

English will be the medium of instruction for the subjects of study and for the examination of the MPT course.

**9. COURSE OF STUDY:**

The course of the study, subjects and teaching schedule for I&II year MPT is shown separately in table 1 and 2.

**TABLE 1****MPT PART 1 (First 12 months)**

S.No.		SUBJECTS	Teaching Hours		
			Theory	Clinical/Practical	Total
1	1a	Basic Medical Sciences	100	75	175
	1b	Principles of Physiotherapy  Practice	50	75	125



2	2a	Biomechanics	100	75	175
	2b	Kinesiology	100	75	175
3	3a	Research Methodology & Biostatics	100	-	100
	3b	Educational Technology	50	-	50
4		Exercise Physiology and Nutrition	175	50	225
5		Clinical training	-	650	650
6		Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc.	-	150	150
Total					1825

TABLE 2

MPT PART 2 (13<sup>th</sup> to 24<sup>th</sup> months)

S.No.	SUBJECTS	Teaching Hours		
		Theory	Clinical/Practical	Total
1	Physical Diagnosis and Rehabilitation	175	175	350
2	Elective-I*	150	100	250
3	Elective-II**(Advanced Therapeutics)	150	100	250
4	Dissertation	-	150	150
5	Clinical training	-	650	650
6	Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc.	-	150	150
Total				1800



**Elective-I\*: Subjects-**

- M.P.T.Orthopedic: Orthopedic Physiotherapy.
- M.P.T.Neurology:Neurological Physiotherapy.
- M.P.T.Cardiorespiratory: Cardiorespiratory Physiotherapy.
- M.P.T.Sports: Sports Physiotherapy.
- M.P.T.Geriatric: Geriatric Physiotherapy.
- M.P.T. Obstetrics &Gynecology: Obs.& Gynecological Physiotherapy.
- M.P.T.Pediatric: Pediatric Physiotherapy.

**Elective-II\*\*: Subjects-(Advanced Physiotherapy)**

- **M.P.T.Orthopedic:** Advanced Physiotherapeutic in Orthopedic Physiotherapy.
- **M.P.T. Neurology:** Advanced Physiotherapeutic in Neurological Physiotherapy.
- **M.P.T. Cardiorespiratory:** Advanced Physiotherapeutic in Cardiorespiratory Physiotherapy.
- **M.P.T.Sports:** Advanced Physiotherapeutic inSports Physiotherapy.
- **M.P.T. Geriatric:** Advanced Physiotherapeutic in Geriatric Physiotherapy.
- **M.P.T. Obstetrics &Gynecology:** Advanced Physiotherapeutic in Obs. & Gynecological Physiotherapy.
- **M.P.T. Pediatric:** Advanced Physiotherapeutic in Pediatric Physiotherapy.

**10. MPT COURSE TRAINING METHODS:**

- 10.1 The training of postgraduate for MPT degree shall be both practical & theoretical learning experience on a full time pattern with graded responsibilities in the management and treatment of patients entrusted to his / her care.
- 10.2 The participation of all the students in all facets of educational process is essential. Every candidate should take part in seminars, group discussions, clinical rounds, care demonstrations, clinics, journal review meetings & CME.
- 10.3 Every candidate should be required to participate in the teaching and training programs of undergraduate students. Training should include involvement in laboratory experimental work and research studies.  
MPT Course enable an individual to lean the important aspects of the Physiotherapy in various fields.

**11. MONITORING PROCESS OF STUDY(INTERNAL MONITORING)**

The monitoring is done by the staff of the department based on participation of students in



various teaching / learning activities. It may be structured and assessment will be done using checklists that assess various aspects.

11.1 Logbook: Every candidate shall maintain a Logbook and record his/her participation in the training programmes conducted by the department such as journal reviews, seminars etc.

Special mention may be made of the presentations by the candidate as well as details of clinicals of laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution and presented in the university examination.

11.2 Periodic Tests: The College may conduct periodic tests. The test may include written theory papers, practical, viva voce and clinical in the pattern of university examination. Records and marks obtained in such tests will be maintained by the Head of Department and sent to the University, when called for.

## **12. ATTENDANCE REQUIREMENT TO APPEAR FOR EXAMINATION:**

12.1 No candidate shall be permitted to appear for the examination unless he/she puts 80% of the training during each academic year of the post graduate course and produces the necessary certificate of study & attendance from head of the institute as per University attendance Policy.

12.2 A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

12.3 Dean/ Principal of the college are empowered to condone 10% of attendance on valid grounds. Monthly attendance of students has to be sent to the university every month from the respective affiliated colleges.

## **13. DISSERTATION/THESIS:**

Every candidate pursuing MPT degree course is required to carry out work on a selected



research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation

The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions.

Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopsis of Dissertation have to be approved by the Institutional Ethical Committee.

No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and hold responsibility in correctly directing the candidate in the methodology and not responsible for the outcome and results.

The dissertation should be written under the following headings

- Title Page
- Certificates
- Acknowledgement
- List of Abbreviation
- Table of Contents
- List of Graphs
- List of Figures
- List of Tables.
- Introduction
- Aims and Objectives
- Review of Literature
- Material and Methods



- Results
- Discussion
- Conclusion
- References
- Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Five copies of dissertation thus prepared shall be submitted to the Registrar (Evaluation), three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be evaluated by the evaluator (Examiners) apart from the guide out of which one is external. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to take.

#### **14. GUIDE:**

**14.1 Qualification of Guide:** The academic qualification and teaching experience required for recognition by this university is as per the criteria for recognition of MPT teachers for guides.

##### **Criteria for recognition of MPT teacher / guide**

- Five years of teaching experience after Post-graduate as lecturer/ assistant professor working on a full time position at a Recognized teaching institute.
- Guide should be of same elective to student.
- The age of guide/teacher shall not exceed 65 years.
- The guide student ratio should be 1:5

**14.2 Change of Guide:** In the event of registered guide leaving the college for any reason or



in the event of death of guide, guide may be changed with prior permission from the university.

- 14.3** Candidate cannot be left without guide for more than 3 months total during their post graduation study. (i.e. in the event of resignation of guide college should appoint the guide within 3 months as per the essential criteria of guide) or as prescribed by University/Government.

**15. EXAM:**

- 15.1 Schedule of Examination:** The candidate admitted in an academic year will be registered to take up their University examination after completion of two academic years.

Subject of first year MPT College/ Institutional examinations; Basic Medical Sciences & Principles of Physiotherapy Practice, Biomechanics & Kinesiology, Research Methodology & biostatistics and Educational Methodology, Exercise Physiology & Nutrition.

Subjects in second year University Examinations will be as per the elective specialization (Orthopedics/ Neurology/ Cardiorespiratory/ Sports/ Geriatrics/ Gynecology/ Pediatric) Physical Diagnosis & Rehabilitation which will be common subjects to all the students.

\*Advanced Physiotherapeutic would be additional elective subject as per specialization.

**15.2 Essentiality to appear in Exam:**

15.2.1 Candidate must be having attendance as described.

15.2.2 Dissertation submitted by student must be accepted by authority.

- 15.3 Commencement of the Examination:** There shall be two university examinations: Main and Supplementary examination as per university notification every year academic year for MPT Final year candidates only. For MPT course (which is of two years duration), the University examination will be held at the end of second year only. However, at the end of first academic year, Internal examination will be



conducted at the college level itself and the result has to be sent to the University as per the scheduled notification. (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at SAU, subject to passing in first year internal examination conducted at college / institution level.

**15.4 Working days in an academic Calendar/Admissions:** The admission of students into various programs should be completed as per statutory body guidelines. There shall be 240 minimum teaching days in one academic year

**15.5 Scheme of Examination:** The exam of Master in Physiotherapy will be taken by theory, Practical & Viva-voce.

<b>MPT 1<sup>st</sup>Year(Common for All candidates):</b>			
Institutional Examination as per University Notification			
<b>Paper</b>	<b>Subject</b>	<b>Max. Marks</b>	<b>Minimum Passing Marks</b>
Paper 1	Basic Medical Sciences & Principles of Physiotherapy Practice	100	50
Paper 2	Biomechanics & Kinesiology	100	50
Paper 3	Research Methodology & Biostatistics and Educational Methodology	100	50
Paper 4	Exercise Physiology & Nutrition	100	50
<b>Total Max. Marks</b>		<b>400</b>	

(There shall be institutional/college level theory examination as per university notification, marks to be send to university)

<b>MPT 2<sup>nd</sup> /Final Year: University Examination</b>					
<b>Paper</b>	<b>Subject</b>	<b>Written</b>	<b>Practical</b>	<b>Viva</b>	<b>Total</b>



Paper 1	Physical Diagnosis & Rehabilitation	100	100	50	250
Paper 2	Elective-I*	100	100	50	250
Paper 3	Elective-II**(Advanced Physiotherapeutic)	100	-	-	100
	Dissertation	-	-	100	100
<b>Total Max. Marks</b>		<b>700</b>			

Note- Viva marks will be added in practical marks; candidate have to get min.50% marks i.e. 75 marks in practical and viva collectively for passing the practical examination.

**Elective-I\*: Subjects - (Caluse-9)**

**Elective-II\*\*: Subjects (Advanced Physiotherapy) - (Caluse-9)**

#### 15.6 Passing Marks of Examination:

15.6.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately. For theory paper 50% passing marks separately.

15.6.2 The candidate should pass separately in two heads i.e. in Theory and Practical/Viva (with 50% marks).

15.6.3 The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.

15.6.4 The grace marks shall be allowed according to the University Policy.

**15.7 Supplementary Exam:** A candidate will have to reappear in the whole examination including theory & Practical during the supplementary examination.

Supplementary examination can be conducted after 6 months of the main examination.

**15.8** After completion of two academic years of studies he/she shall not have any privileges of a regular student.



**16. DECLARATION OF CLASS:****A Successful candidate-**

- 16.1 Who secure 75% and above in the aggregate marks shall be declared to have secured 'FIRST CLASS WITH DISTINCTION' Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 16.2 Who secure above 60% & Less than 75% in the aggregate marks shall be declared to have passed the examinations in the 'FIRST CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 16.3 Who secure above 50% & Less than 60% in the aggregate marks shall be declared to have passed the examinations in the 'SECOND CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 16.4 All other successful candidate who passed the examination in more than first/one attempt shall be declared to have PASS CLASS; irrespective of percentage of marks secured.

**17. A SUCCESSFUL CANDIDATE OF THE M.P.T. PART-I AND PART- II EXAMINATION SHALL BE AWARDED DEGREE IN FOLLOWING NOMENCLATURE:**

- 17.1 M.P.T. In Orthopedic Physiotherapy.
- 17.2 M.P.T. In Neurological Physiotherapy.
- 17.3 M.P.T. In Cardiorespiratory Physiotherapy.
- 17.4 M.P.T. In Sports Physiotherapy.
- 17.5 M.P.T. In Geriatric Physiotherapy.
- 17.6 M.P.T. In Gynecology Physiotherapy.
- 17.7 M.P.T. In Pediatric Physiotherapy.

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a



committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

#### PARTICULARS OF THEORY QUESTION PAPERS AND DISTRIBUTION OF MARKS

A written examination consisting of 4 question papers each of three hours duration & each paper carrying 100 marks. Particulars of Theory question paper & distribution of marks are shown below.

#### PATTERN OF MODEL QUESTION PAPER FOR MPT EXAMINATION:



**M**

##### PT Theory: Maximum Marks: 100

No. & Type of Question	Marks for each question	Total Max. Marks
10 Very Short Answer Question (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions ( Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
<b>Total</b>		<b>100</b>

#### ➤ MPT Practical / Clinical :

**150 Marks**

*Note: All cases for clinical examination should be on patients & not on model*

Practical-I + Viva-voce = 1x100= 100 Marks

Viva Voce = 50 Marks

Practical-II + Viva Voce = 1x100= 100 Marks

Viva Voce = 50 Marks

[Marks Entry: Practical/Clinical = 100 Marks

Viva-voce = 50 Marks]



**ARTICULARS OF PRACTICAL AND VIVA-VOCE**

Clinical Examination will be aimed at examination of clinical skills and competence of the candidates for undertaking independent work as a specialist

PRACTICAL / VIVA-VOCE	DESCRIPTION	MARKS ALLOTTED
Practical I	Long case from Specialty area to assess investigative, diagnostic skills and patient management skills	100
Viva-voce	5 Spotters and viva from the specialty area	50
Practical II	Major Elective long case aimed at examining clinical skills and competency of the candidate for undertaking independent	100
Viva-voce	Viva on dissertation/ Specialty.	50

**➤ PARTICULARS OF VIVA VOCE**

Viva- Voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence & oral communication skills and spotters. Special emphasis shall be given to dissertation work during the MPT Part examination. The marks of Viva-Voce examination shall be included in the clinical examination to calculate the percentage and declaration of results.

**➤ EXAMINERS**

**Practical – I** - There shall be 2 examiners. One of them shall be external outside the zone from the same specialty and the other shall be internal from the same specialty from the same college.

**Practical – II** - There shall be 2 examiners. One of them shall be external outside the University from the same specialty and the other will be guide assigned to the student from the same college.

**➤ CRITERIA FOR DECLARING PASS IN THE UNIVERSITY EXAMINATION**

A candidate shall be declared pass if he / she secures a 50% of marks in theory aggregate and secures a 50% of marks in Practical / Clinical and Viva-Voce aggregate.

**➤ DECLARATION OF CLASS**

First class with distinction – 75% & above in aggregate provided the candidate passes the examination in 1<sup>st</sup> attempt. First class – 60% & above in aggregate provided the candidate pass the examination in 1st attempt.

Pass – 50% of maximum marks in theory aggregate and 50% of maximum marks in clinical and Viva-Voce aggregate.



**ORDINANCE No. 70****ORDINANCE PERTAINING TO BACHELOR IN OCCUPATIONAL THERAPY (B.O.T.)****1. CORE CONCEPTS IN OCCUPATIONAL THERAPY:**

The theme of the profession is based on the concept of 'OCCUPATIONAL SCIENCES', fitness of the human in his environment to be productive and purposeful.

Occupational Therapy means a branch of health care system which involves application of purposeful goal oriented activity through latest technology with computerized system and the like, in the evaluation, diagnosis or treatment of a person whose function is impaired due to acute and chronic physical illness or injury, psychological dysfunction functioning, to prevent disability and to maintain health; specific occupational therapy services which include education and training in activities of daily living (ADL); the design, fabrication and application of orthosis (Splints); guidance in the selection & use of adaptive equipment, therapeutic activities to enhance functional performance; prevocational evaluation & training & consultation concerning the adaptation of physical environment which may be provided to individuals or groups & to both indoor & outdoor patients.

Thus the practice of Occupational therapy is guided by objective assessments, a conclusive diagnosis of functional limitations and intervention of function, to alleviate, control and treat dysfunction due to illness, accident, injury and developmental problems. The goal of therapy being, functional independence for productive living.

**1.1 Scope of practice:**

The role of an Occupational Therapist now, is concomitant with the rapidly changing and dynamic nature of contemporary health and human services delivery systems. It requires the occupational therapist to possess basic skills as a direct care provider, consultant, educator, manager, researcher, and advocate for the profession and the consumer.

**2. AIMS AND OBJECTIVES:****2.1 AIMS:**

- 2.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 2.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 2.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs
- 2.1.4 To make research a significant activity involving staff, students and society.
- 2.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies.



- 2.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 2.1.7 To fulfill the national obligation through rural health missions.
- 2.1.8 Proficiency in the diagnosis and skills of basic Occupational therapy procedures and techniques with adequate theoretical basis and rationale of medical/Occupational therapy & allied health sciences.
- 2.1.9 To detect and evaluate the anatomical, patho-physiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.
- 2.1.10 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific therapeutic measures effectively.
- 2.1.11 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Occupational therapists.
- 2.1.12 To practice Moral and Ethical values and Evidence Based Practices with regard to Occupational therapy.

## 2.2 **OBJECTIVES:**

The objective of the course shall allow the students:

- 2.2.1 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 2.2.2 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 2.2.3 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 2.2.4 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 2.2.5 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 2.2.6 To ordinate periodic performance evaluation of the faculty.
- 2.2.7 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 2.2.8 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 2.2.9 To strengthen, develop and implement staff and student welfare programs.
- 2.2.10 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 2.2.11 To constantly display sensitivity and respond to changing educational, social, and community demands.
- 2.2.12 To promote public- private partnership
- 2.2.13 To acquire adequate theoretical & practical knowledge in the basic medical subjects.



- 2.2.14 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 2.2.15 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 2.2.16 To impart competency in therapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative & Promotive goals in a variety of health care settings.
- 2.2.17 To develop professional autonomy through independent physical diagnosis and prescription as an Occupational therapist for all Occupational therapy related referrals and/ or primary clients.
- 2.2.18 To endorse therapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 2.2.19 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of Occupational therapy.
- 2.2.20 To introduce the students to the fundamentals of Biostatistics & Occupational therapy Research activities

### 3. **PRE-AMBLE-**

"OCCUPATIONAL THERAPY" offers much more than the connotation attached and perceived to its title as providing Occupation to the client. Occupational Therapy is a specialized branch of medical health sciences that prevents, rehabilitates or treats any physical, mental illness. In the key role, a qualified professional is competent to optimize the functional capability of his/her clients when jeopardized due to physical, mental, psychosocial impairment or dysfunction.

A graduate from an accredited program in Occupational Therapy must:

- 3.1 Have acquired, as a foundation for professional study prescribed in the syllabus and understanding of issues related to diversity.
- 3.2 Be educated with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced.
- 3.3 Have achieved basic competence through a combination of academic and fieldwork education
- 3.4 Be able to articulate and apply occupational therapy theory and evidence-based evaluations and interventions to achieve expected outcomes as related to real life and needs of clients.
- 3.5 Be prepared to be a lifelong learner and keep current with evidence-based professional practice.
- 3.6 Uphold the ethical standards, values, and attitudes of the occupational therapy profession.
- 3.7 Understand the distinct roles and responsibilities of the occupational therapist as a clinician, researcher and service provider.



- 3.8 Be aware of the occupational therapy services offered to the recipients of those services.
- 3.9 Contribute to the growth and dissemination of research and knowledge.

**4. HEALTH PREREQUISITES TO PURSUE THE COURSE:**

The 'OSLERIAN APPROACH' is a model which is the basis of imparting education to students in the health field and involves the following steps

STEP I- Define and align

STEP II- Listen and localize

STEP III- Palpate and re-create

STEP IV- Investigate and alleviate

Based on the above model, for effective learning, deductions from clinical and didactic experiences, execution of skills, it is mandatory that a student in the field of Occupational Therapy [Allied Health Sciences] should meet the following health pre requisites –

Cognitive and perceptual abilities - Understand, perceive and execute problem solving in all clinical situations using a combination of cognitive and perceptual components.

Visual abilities- Will satisfy normal standards of vision to identify, localize, and demonstrate cognizance of safety measures by visual inspection for appropriate intervention.

Auditory abilities- Will carry out effective and meaningful conversation with the client, care givers and co- professionals; will effectively auscultate and demonstrate ability to hear normal and abnormal sounds from a distance as well with or without aids to deliver appropriate care.

Speech: Will demonstrate ability to clearly articulate and share knowledge, professional values, patient concerns, with peers and other disciplines, to facilitate patient care.

Motor abilities- Will demonstrate adequate loco motor skills towards patient treatment, safety, care and intervention in varied set ups.

Demonstrate gross and fine motor abilities to allow use of devices, gadgets, palpate, localize, and manipulate with precision and safety.

Sensory abilities- Will execute all essential sensory intactness to feel, palpate, test and report deficits and apply appropriate intervention.

Co-ordination – Will demonstrate uncompromised fine motor and visual-motor co-ordination and balance abilities to assess and intervene in a variety of therapy settings, with respect to patient and self-safety.

Emotional integrity: Will demonstrate a stable emotional status to interact during therapeutic interactions with clients, peers and professional colleagues, and all involved in patient care

**5. DURATION OF THE COURSE:**

Duration of the course leading to Degree of Bachelor of Occupational therapy (BOT) shall be regular full time four and half calendar years (Including Six Months compulsory rotatory internship).



**6. STRUCTURE OF BOT CURRICULUM:**

- 6.1 Bachelor of Occupational therapy course shall be taught within four Years with following distribution.
- First Year B.O.T.
  - Second Year B.O.T.
  - Third Year B.O.T.
  - Fourth Year B.O.T.
- 6.2 The Practical work also includes the clinical work wherever applicable.
- 6.3 Compulsory Rotatory Internship shall be not less than 6 months.
- 6.4 The Student admitted in BOT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission or as per University Policy.
- 6.5 The examination shall be held twice a year, one regular (Main exam) to be held as per University Schedule and supplementary (Second exam) to be held as per University Scheme or as may be fixed by controller of Examination/apex body.

**7. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 7.1 Admission to the First year in Bachelor of Occupational therapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed as per Government norms.
- 7.2 Selection of candidate will be on basis of the entrance examination or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying examination.
- 7.3 The minimum age for admission shall be 17 years on 31<sup>st</sup> December of academic year of admission.
- 7.4 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital.
- 7.5 The course shall be commencing from the month of August of every academic year.

**8. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (December/March/June conducted during the year) and one University Examination (conducted at the end of the academic year)

The medium of Instruction and Examination shall be English throughout the course of the study.

**8.1 Attendance**

- 8.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and 85% of the practical classes held separately in each subject of the course of the study or as per University policy.
- 8.1.2 The total lecture and practical shall be conducted as per scheme.



**8.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

**9. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:**

9.1 Examination will be conducted by the university:

- 1<sup>st</sup> Year at the end of the 1<sup>st</sup> year.
- 2<sup>nd</sup> Year at the end of the 2<sup>nd</sup> year.
- 3<sup>rd</sup> Year at the end of the 3<sup>rd</sup> year.
- B.O.T. Final Examination at the end of the 4<sup>th</sup> year.

Examination shall be in Theory and Practical. A candidate will be permitted to appear for the University Examination in the subject only if:

- He has not less than 75% of attendance in Theory and 85% Practical in each subject or as per University policy.
- He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

9.2 Students may carry over two subjects from one year to the following year and must pass in the failed subjects before appearing in the next year exam.

9.3 Students may carry two subjects from 2<sup>nd</sup> year to 3<sup>rd</sup> year and must pass in failed subject before appearing in 3<sup>rd</sup> year annual exam.

9.4 Students may carry two subjects from 3<sup>rd</sup> year to 4<sup>th</sup> year and must pass in failed subjects before appearing in the 4<sup>th</sup> year exam.

9.5 There will be two examinations in a year with an interval of four to six months between the two examinations.

**10. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

10.1 The Examination will be held twice a year for all the four years respectively.

10.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.

10.3 A student who possesses the qualifications laid down in and satisfies the following requirements duly certified by the Principal of the Occupational therapy College/Institution recognized by this University for the B.O.T course shall be eligible to appear in second/Third/Final year B.O.T. examination.

10.3.1 of having good character;

10.3.2 of having attended the prescribed course;



10.3.3 of having attended not less than:

10.3.3.1 75% of all course of lectures delivered; and

10.3.3.2 85% of full course of practicals held separately.

10.3.3.3 Or as per University Policy.

#### 10.4 **Internal assessment:**

10.4.1 It shall be based on day to day assessment evaluation of student assignment, preparation for seminar, clinical case presentation etc.

10.4.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is left to the institution.

10.4.3 Day to day records should be given importance during internal assessment.

10.4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

**Note:** Internal assessment shall relate to different ways in which students' participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions (MCQs)/(VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

#### 10.5 **Criteria for Passing:**

10.5.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.

10.5.2 The candidate must secure minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.

10.5.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

10.6 Each Theory paper will be of three hours.

10.7 There will be three sections in each theory paper

= Section A – MCQs/VSQs (02x10 =20)

= Section B – SAQs (05x07 =35)

= Section C – LAQs (15x03 = 45)



- 10.8 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.
- 10.9 The medium of examination shall be English.
- 10.10 If candidate fails either in Theory or in Practical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.
- 10.11 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations. The institute shall adopt uniform criteria for Internal Assessment for which a record, i.e., attendance and evaluated answer sheets of internal exam of such student shall be maintained in the institution, which will be shown to the student and such records shall be maintained for 3 months after the declaration of university results.
- 10.12 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.
- 10.13 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Principal of Occupational therapy college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course of training/hospital practice, in the subjects of the examination as the Principal may determine.
- 10.14 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination
- 10.15 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from MP Paramedical Council.

### **Bachelor of Occupational Therapy PART - I**

The Part-I Examination shall consist of the following subjects (Teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject).

No	SUBJECT	LECTURES	PRACTICAL
1.	Human Anatomy	140	60
2.	Human Physiology including Bio chemistry	160	60
3.	Pathology & Pharmacology	100	-



4.	Psychology	80	-
5.	Principles of Occupational Therapy	160	140
6.	Occupational Therapy Clinicals	-	500

### BOT 1st Year Scheme of Examination

The full marks for each subject and the minimum marks required for passing the same shall be as follows:

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Human Anatomy	20	20	100	20	40	200
2	Human Physiology including Biochemistry	20	20	100	20	40	200
3	Pathology & Pharmacology	20	-	80	-	-	100
4	Psychology	20	-	80	-	-	100
5	Principles of Occupational Therapy	20	20	100	20	40	200
Total Max. Marks							800

# In paper Human Physiology including # Bio-Chemistry: The University practical examination will be only for Human Physiology, there will be no practical examination in Biochemistry.

N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidate have to get min. 50% marks in theory and viva collectively for passing the examination.

### Bachelor of Occupational Therapy PART – II

The part-II Examination shall consist of the following subjects (Teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject.

No	SUBJECT	LECTURES	PRACTICAL
1.	Medicine including Neurology	100	50
2.	Surgery including Orthopaedics	100	50



3.	Biomechanics & Kinesiology	100	30
4.	Occupational Therapy in Medical Condition Part-I	100	120
5.	Occupational Therapy in Surgical Condition Part-I	100	120
6.	Applied Psychology including psychiatry	100	50
7.	Occupational Therapy Clinical	-	800

### Scheme of Examination for BOT 2nd year

The full-marks for each subject and the minimum marks required for passing shall be as follows.

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Medicine including Neurology	20	--	80	--	--	100
2	Surgery including Orthopedics	20	20	100	20	40	200
3	Biomechanics & Kinesiology	20	-	80	--	--	100
4	Occupational Therapy in Medical Condition Part-1	20	20	100	20	40	200
5	Occupational Therapy in Surgical Condition Part-1	20	20	100	20	40	200
6	Applied Psychology including Psychiatry	20	-	80	-	-	100
Total Max. Marks							900

\*In Surgery including Orthopaedics:- University practical exam for Orthopaedics subject only

N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidates have to get min. 50% marks in theory and viva collectively for passing the examination.



**Bachelor of Occupational Therapy PART - III**

1. The part – III Examination shall consist of the following subjects (Teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject:

No	SUBJECT	LECTURES	PRACTICAL
1.	Occupational Therapy in Medical condition Part – II	140	60
2.	Occupational Therapy in Surgical condition Part – II	160	60
3.	Disability Prevention and Rehabilitation including Prosthetics & Orthotics ADL	100	-
4.	Bio Statistics and Research Methodology	80	-

2. The full marks for each subject and the minimum marks required for passing the part III Examination shall be as follows:

**Third Year B.O.T. Examination**

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Occupational Therapy in Medical Condition Part-2	20	20	100	20	40	200
2	Occupational Therapy in Surgical Condition Part-2	20	20	100	20	40	200
3	Disability Prevention and Rehabilitation including Prosthetics and Orthotics ADL	20	20	100	20	40	200
4	Biostatics & Research methodology (NUES)	20	-	80	-	-	100
<b>Total Max. Marks</b>							<b>700</b>

**N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidates have to get min. 50% marks in theory and viva collectively for passing the examination.**



**Bachelor of Occupational Therapy Part – IV**

Part – IV Examination shall consist of the following subjects (teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject).

No	SUBJECT	LECTURES	PRACTICAL
1.	Community Medicine	75	--
2.	Rehabilitation Medicine	120	50
3.	Alternative Medicine	50	50
4.	Physical Diagnosis	120	50
5.	Ethics & management Study	60	--
6.	Seminars & Discussions	50	--
7.	Occupational Therapy Clinicals	--	960

2. The full marks for each subject and the minimum marks required for passing the same shall be as follows:

**Fourth Year B.O.T. Examination**

Fourth Year B.O.T. Examination							
S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Community Medicine	20	--	80	--	--	100
2	Rehabilitation	20	20	100	20	40	200
3	Alternative Medicine	20	20	100	20	40	200
4	Physical Diagnosis	20	20	100	20	40	200
5	Ethics & management studies	20	-	80	-	-	100
6	Seminar and Discussion (NUES)	50	-	-	-	-	50
7	Clinical (NUES)	50 (Based on regular attendance and clinical performance)					50
Total Max. Marks							900

\*In Seminar and Discussion / Clinical (NUES)- No university examination the students performance throughout the academic year will be evaluated by the institute and marks will be sent to university.

N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidates have to get min. 50% marks in theory and viva collectively for passing the examination.



**11. APPOINTMENT OF THE EXAMINERS/ QUESTION PAPER SETTERS:**

The appointment of examiners for the University Examination shall be based on following criteria;

- 11.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall have minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.
- 11.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.
- 11.3 The External Examiner shall, be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 11.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convenor examiner for the examinations.

**12. DIVISION AND MERIT LIST:**

- 12.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt

- 12.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**13. REVALUATION/ RE-TOTALING:**

- 13.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.
- 13.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.



**14. COMPULSORY ROTATARY INTERNSHIP:**

- 14.1 Candidates seeking entry to the internship period must have passed all examinations in all subjects (i.e. He/She must have secured total credits of the Programme).
- 14.2 Duration: 6 months inclusive of posting in rural setup/CBR/similar setup.
- 14.3 During the internship candidate shall have to work full time average 7 hours per day (each working day) for 6 Calendar months (total Credit hours – 1260).
- 14.4 Each candidate is allowed maximum of 6 holidays during entire Internship Programme and in case of any exigencies during which the candidate remains absent for a period more than 6 days, he/she will have to work for the extra days during which the candidate has remained absent. This will be subject to approval from institution head.
- 14.5 Assessment: The interns/candidate shall maintain the record of work, which will be verified and certified by the Head of the Department under whom he/she works. Apart from scrutiny of the record of work, the Head of the Department shall undertake assessment and evaluation of training in attendance, discipline, knowledge, skills and attitude for the duration of training. The assessment report of the candidate shall be sent to the Parent institution.
- 14.6 Based on the record of work and date of evaluation the Director/Principal shall issue 'Certificate of Satisfactory Completion' of training following which the University shall award the Bachelor of Occupational therapy Degree or declare the candidate eligible for the same.
- 14.7 In the event of unsatisfactory report, the said intern shall have to repeat the internship for the period to be decided by the Head of the Institution concerned.
- 14.8 Intern will abide by all the rules & regulations of Institution/Hospital where they are posted.
- 14.9 Intern shall be responsible for proper use of equipments of the Institute/Hospital where they are posted. He/She shall be liable to pay for damages caused to the equipments resulting from improper use by him/her.
- 14.10 Internship duration can be extended by the Principal / Director on the grounds:
  - 14.10.1 Remaining absent in excess of the permitted 6 days leave period, which is due: An intern will compensate by working extra for each day leave taken.
  - 14.10.2 Unsatisfactory performance during the period: If there are unsatisfactory reports in terms of performance of the intern, submitted by the Department In-charge, the said intern shall have to repeat the internship for a period at least two months further.
  - 14.10.3 Case of indiscipline at any level: A Discipline and Action Committee will be formed in the college / Institution convened by Internship coordinator/HOD OT & headed by Director/Principal. In case of any lack of discipline, breach of trust or indulgence in any criminal activity on the part of the interns when reported by the concerned departments of Hospitals/Institutions where the interns have been posted, the defaulting Intern shall be called back immediately and subjected to disciplinary proceedings by the Disciplinary Action Committee.



**14.10.4 Punishments:**

**14.10.4.1** Suspension of Internship for a period of 3-4 weeks for the reasons to be recorded. Following this disciplinary suspension, internship can be resumed only after submission of an appropriate undertaking / guarantee / surety. Period of suspension shall be considered as Break in Internship. Disciplinary Action Committee shall decide the period of suspension and resumption of Internship for a specified period.

**14.10.4.2** Rustication & Termination: In case of a serious complaint of indiscipline or breach of trust against intern or any criminal activity done by intern according to the law of the country, he/she may be rusticated along with termination of Internship. Hon'ble Court of Law can resume the Internship in this case only on the abrogation of criminal charges against him.

**14.11** Institution shall have to satisfy themselves that satisfactory infrastructure facilities of Occupational therapy exist in the Institute / Hospital where the internship training has to be undertaken. Following parameters / guidelines have been suggested:

**14.11.1.1** It is mandatory for the Institution conducting BOT Programme to have its own Occupational therapy clinic fully furnished with all the necessary equipments as per the curriculum of the Programme.

**14.11.1.2** The Institutes & the Hospitals should have the Occupational therapy department with all the necessary infrastructure facilities.

**14.11.1.3** Senior Occupational therapist with sufficient clinical experience should manage the Occupational therapy departments in the Institutes/Hospitals.

**14.11.1.4** Institute Director / principal can at his discretion grant NOC to the students to do the Internship at the place of his choice provided; the concerned Hospital fully satisfies the above criteria. For the purpose of granting NOC the candidate shall have to submit to the Institution the status of Occupational therapy Services available at the place where he intend to do his Internship.

**EVALUATION OF STUDENTS UNDER PRACTICAL/INTERNSHIP:**

S. No.	Description	Satisfactory/ Unsatisfactory
1.	Attendance	
2.	Discipline and general behavior in the Department	
3.	Approach to patients	
4.	Inquisitiveness regarding the subject	
5.	Knowledge about evaluation of conditions	



6.	Knowledge about various therapeutic modalities	
7.	Knowledge about actual application of therapeutic skills	

**15. CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- 15.1 He/She is not found qualified as per Government norms/statutory body norms and guidelines or the eligibility criteria prescribed by the University.
- 15.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 15.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.
- 15.4 He/She is found involved in any Police matter.

**16. THE QUALIFIED OCCUPATIONAL THERAPIST WILL BE ABLE TO:**

- 16.1 Demonstrate appropriate knowledge, skills and attitude required for the competent, reflective practice of Occupational therapy.
- 16.2 Demonstrate the necessary critical skills to be able to adapt to and utilize new developments in Occupational therapy practice for the benefit of the patient.
- 16.3 Demonstrate the ability to analyse and evaluate therapeutic interventions.
- 16.4 Identify the needs of the patient using assessment techniques and determine the objectives of patient management.
- 16.5 Carry out and progress safe and effective patient management programs.
- 16.6 Critically evaluate their own role and performance within an interdisciplinary team.
- 16.7 Demonstrate the ability to apply research techniques to the practice of Occupational therapy.

**17. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE No. 71****ORDINANCE PERTAINING TO MASTER OF OCCUPATIONAL THERAPY (M.O.T.)****1. GENERAL RULES:**

The Degree of Master of Occupational Therapy shall comprise a course of study spread over a period of 2 academic years and the candidates will be full time regular students of the course.

Conditions to be fulfilled by the applicant for becoming eligible to receive the Certificate of Recognition and affiliation for Master of OCCUPATIONAL THERAPY.

**2. TITLE AND COMMENCEMENT:**

Masters Degree Program in Occupational therapy (MOT) from AMALTAS UNIVERSITY, DEWAS shall offer three specialties & the respective Degree shall be called as follow-

Master Degree Program	Speciality
Master of Occupational Therapy (MOT)	Pediatric Occupational therapy.
Master of Occupational Therapy (MOT)	Neurological Occupational therapy.
Master of Occupational Therapy (MOT)	Mental Health Occupational therapy.

**3. COURSE OUTLINE:**

The Master's Degree in Occupational Therapy is a two year program consisting of classroom teaching, self-academic activities and clinical posting.

Every student shall attend symposia, seminars, conferences, clinics and lectures during each year as prescribed by department and not absent himself/herself from work without valid reason. In the first year theoretical basis of Occupational Therapy is refreshed along with research methodology and biostatistics. The students are rotated in all areas of clinical expertise during this period. They are required to choose their study for dissertation and submit a synopsis. During the second year the students will be posted in their area of speciality. They are required to complete and submit their dissertation.

The learning program includes seminars, journal reviews, case presentations, case discussions and classroom teaching. Some of the clinical postings are provided at other reputed centres in the country in order to offer a wider spectrum of experience. The students are encouraged to attend conferences, workshops to enhance their knowledge during the course of study. University examinations are held at the end of second year.

**4. ELIGIBILITY FOR ADMISSION:**

Master of Occupational Therapy course shall be open to those who passed Bachelor of Occupational Therapy B.Sc. (OT) or BOT degree from recognized institutions/ any recognized university where the mode of study is a full time regular program or equivalent with not less than 50% of marks in aggregate.

In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the "Madhya Pradesh state Government rules".

Admission to the course will be as per the performance of the student in BOT aggregate & merit basis / Common University Entrance or as per apex council norms. The student should have minimum 50% aggregate in BOT for appearing in entrance examination.



**5. GOALS:**

- 5.1 Impartation of education with research basis in order to validate techniques & technology in practice to Occupational Therapy.
- 5.2 Formation of base of the professional practice by referral as well as first contact mode using evidence based practice.
- 5.3 Preparation of a postgraduate student towards his/her professional autonomy at par with global standards
- 5.4 Acquainting a student with concept of quality care at the institutional as well as at the community levels.
- 5.5 Inculcation of appropriate professional relationship in multidisciplinary set up, patient management and co partnership basis.
- 5.6 Preparation of students to address problems related to health education and community Occupational Therapy.
- 5.7 Practicing the concept of protection of rights of the community during referral as well as first contact practice.
- 5.8 Incorporation of concept of management in Occupational Therapy.
- 5.9 Experience in clinical training and undergraduate teaching.

**6. DURATION OF COURSE:**

The duration of the certified study for the Master of Occupational Therapy shall be full time regular course and its duration shall extend over a period of two academic Years for the award of the degree. The student for the award of the MOT degree shall have to qualify in all papers prescribed for the MOT course within a period of FOUR years from the date he/she joined the course or as per University Policy.

**7. MEDIUM OF INSTRUCTION:**

English will be the medium of instruction for the subjects of study and for the examination of the MOT course.

**8. METHODS OF TRAINING:**

The training of postgraduate for MOT degree shall be on a full time pattern with graded responsibilities in the management and treatment of patients entrusted to his / her care. The participation of all the students in all facets of educational process is essential. Every candidate should take part in seminars, group discussions, clinical rounds, care demonstrations, clinics, journal review meetings & CME. Every candidate should be required to participate in the teaching and training programs of undergraduate students. Training should include involvement in laboratory experimental work and research studies.



**9. MONITORING PROCESS OF STUDIES (INTERNAL MONITORING):**

**9.1** It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring is done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

**9.2 Work diary:**

Every candidate shall maintain a work diary and record his/her participation in the training programme conducted by the department such as journal reviews, seminars etc.

Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution and presented in the university examination.

**9.3 Periodic tests:**

The College may conduct periodic tests. The test may include written theory papers, practical, viva voce and clinical on the pattern of university examination. Records and marks obtained in such tests will be maintained by the Head of Department and sent to the University, when called for.

**10. ATTENDANCE REQUIREMENT FOR EXAMINATION:**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MOT course or as per University Policy. Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year or as per University Policy. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

**11. CONDONATION OF ATTENDANCE:**

Vice Chancellor is empowered to condone 10% of attendance on valid grounds. Monthly attendance of students has to be sent to the university every month from the respective affiliated colleges. In this regard University decision will be final.

**12. PERMISSION TO APPEAR IN UNIVERSITY EXAMINATION OF MOT COURSE:**

The candidates admitted in an academic year will be registered to take up their University examination after completion of two academic years.

**13. COMMENCEMENT OF THE EXAMINATION:**

There shall be two university examinations: Main and Supplementary examination as per university notification every year academic year for MOT Final year candidates only. For MOT course (which is of two years duration), the University examination will be held at



the end of second year only. However, at the end of first academic year, Internal examination will be conducted at the college level itself and the result has to be sent to the University as per the scheduled notification (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at AMALTAS UNIVERSITY, DEWAS, subject to passing in first year internal examination conducted at college / institution level.

**14. WORKING DAYS IN AN ACADEMIC CALENDAR:**

There shall be 240 minimum teaching days in one academic year.

**15. DISSERTATION/THESIS:**

Every candidate pursuing MOT degree course is required to carry out work on a selected research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation.

The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions.

Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 6 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopses of Dissertation have to be approved by the Institutional Ethical Committee.

No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and responsible in correctly, directing the candidate in the methodology and not responsible for the outcome and results.

The dissertation should be written under the following headings

- Title Page
- Certificates
- Acknowledgement
- List of Abbreviation
- Table of Contents
- List of Graphs
- List of Figures
- List of Tables
- Introduction
- Aims or objectives
- Review of Literature
- Material and Methods
- Results
- Discussion
- Conclusion
- References
- Appendices



The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Five copies of dissertation thus prepared shall be submitted to the Registrar (Evaluation), three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall evaluate the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be valued by the evaluator (Examiners) apart from the guide out of which one is external outside the institution zone of university / from other college of the same university. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to take the examination.

#### 16. **GUIDE:**

The academic qualification and teaching experience required for recognition by this university is as per the criteria for recognition of MOT teachers for guides.

##### 16.1 **Criteria for MOT teacher / guide**

16.1.1 M.Sc. (OT) /MOT with Three years teaching experience working on a full time position at a Recognized Institution.

16.1.2 The age of guide / teacher shall not exceed 65 years.

16.1.3 The guide student ratio should be 1:5

##### 16.2 **Change of Guide**

In the event of registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the university.

16.3 Candidate cannot be left without guide for more than 3 months total during their post-graduation study.(i.e. in the event of resignation of guide college should appoint the guide within 3 months as per the essential criteria of guide) or as prescribed by University/Government.

For other provision which is not covered in this ordinance will be applicable as per the university norms.

#### 17. **SCHEME OF EXAMINATION:**

MOT 1 <sup>st</sup> Year(Common for All candidates): Institutional Examination as per University Notification			
Paper	Subject	Max. Marks	Minimum Passing Marks
Paper 1	Basic Medical Sciences & kinesology	100	50
Paper 2	Occupational therapy knowledge based	100	50
Paper 3	Research Methodology & Biostatistics and Educational Methodology	100	50
Total Max. Marks		300	150

(There shall be Institutional/college level theory examination as per university notification, marks to be sent to university)



**MOT 2<sup>nd</sup> / Final Year: University Examination**

S. No.	SUBJECT	Written	Practical	Viva	Total
1.	Occupational therapy practice tool	100			100
2.	Physical & Rehabilitation <b>Diagnosis</b>	100	100	50	250
3.	Elective-I*	100	100	50	250
4.	Elective-II**	100			100
5.	Dissertation			100	100
<b>Total Max. Marks</b>					<b>800</b>

**Elective-I\*: Subjects-**

- **M.O.T. Neurology:** Neurological Occupational Therapy.
- **M.O.T. Pediatric:** Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Mental Health Occupational Therapy.

**Elective-II\*\*: Subjects-(Advanced Occupational therapy)**

- **M.O.T. Neurology:** Advanced Occupational therapeutic in Neurological Occupational therapy.
- **M.O.T. Pediatric:** Advanced Occupational therapeutic in Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Advanced Occupational therapeutic in Mental Health Occupational Therapy.

**N.B.-Viva marks will be added in practical marks; candidates have to get min.50% marks i.e. 75 marks in practical and viva collectively for passing the practical examination**



**COURSE CONTENT & STRUCTURE**  
**COURSE OF THE STUDY**

**MOT 1<sup>st</sup> Year (First 12 Months)**

S. No.	SUBJECT	Teaching Hours		
		Theory	Clinical/ Practical	Total
1.	Basic Medical Sciences &	100	75	175
	Biomechanics	50	75	125
2.	Occupational therapy knowledge based	200	150	350
3.	Research Methodology & Biostatistics	100		100
	Educational Methodology	50		50
4.	Clinical training		650	650
5.	Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc.		150	150
				1600

**MOT 2<sup>nd</sup> /Final Year (13-24 Months)**

S. No.	SUBJECT	Teaching Hours		
		Theory	Clinical/ Practical	Total
1.	Occupational therapy practice tool	175	50	225
2.	Physical Diagnosis	175	175	350
	Rehabilitation	100	100	200
3.	Elective-I*	150	100	250
4.	Elective-II**	150	100	250
5.	Dissertation		150	150
6.	Clinical training		650	650
7.	Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc.		150	150
				2225

N.B. – (1) Dissertation synopsis have to submit to Registrar, after approval from the institutional ethical committee within 4 months of joining the course.

(2) Examination will be at end of one academic year, there will be institutional examination, which has to qualify by the student to get eligible for MOT 2nd /final year curriculum. The pattern of University theory examination will be as per Regulatory body norms.



**Elective-I\*: Subjects-**

- **M.O.T. Neurology:** Neurological Occupational Therapy.
- **M.O.T. Pediatric:** Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Mental Health Occupational Therapy.

**Elective-II\*\*: Subjects-(Advanced Occupational therapy)**

- **M.O.T. Neurology:** Advanced Occupational therapeutic in Neurological Occupational therapy.
- **M.O.T. Pediatric:** Advanced Occupational therapeutic in Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Advanced Occupational therapeutic in Mental Health Occupational Therapy.

**18. Passing Marks of Examination:**

- 1.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately.
- 1.2 The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.
- 1.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".
- 1.4 Regarding Grace Marks it was decided that total weightage of grace marks would be 5 (five), and that grace marks can be split between the subjects. There will not be any grace marks for the Practical/viva examination
- 1.5 Grace marks will not be added to total marks of the candidate.

**19. Supplementary Exam:** A candidate will have to reappear in the whole examination including theory & Practical during the supplementary examination. Supplementary examination can be conducted after 6 months of the main examination.**20.** After completion of two academic years of studies he shall not have any privileges of a regular student.**21. DECLARATION OF CLASS:****A Successful candidate-**

- 21.1 Who secure 75% and above in the aggregate marks shall be declared to have secured 'FIRST CLASS WITH DISTINCTION' Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 21.2 Who secure above 60% & Less than 75% in the aggregate marks shall be declared to have passed the examinations in the 'FIRST CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 21.3 Who secure above 50% & Less than 60% in the aggregate marks shall be declared to have passed the examinations in the 'SECOND CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 21.4 All other successful candidate who passed the examination in more than first/one attempt shall be declared to have PASS class; irrespective of percentage of marks secured.



**22. A successful candidate of the M.O.T. Part-I and Part- II examination shall be awarded degree in following nomenclature:**

- 21.1 M.O.T. In Pediatric Occupational therapy.  
21.2 M.O.T. In Neurological Occupational therapy.  
21.3 M.O.T. In Mental Health Occupational therapy.

**PATTERN OF MODEL QUESTION PAPER FOR MOT EXAMINATION**

The pattern of University theory examination will be as under for 100 Max. Marks.

Duration : 3:00 hrs

No. & Type of Question	Marks for each question	Total Max. Marks
10 Very Short Answer Questions (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions (Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
		100

➤ **MOT Practical / Clinical :**

- = 1x100= 100 Marks  
➤  
= 1x100= 100 Marks  
➤ [Marks Entry: Practical/Clinical = 100 Marks]

**150 Marks**

Practical-I + Viva-voce  
Viva Voce = 50 Marks  
Practical-II + Viva Voce  
Viva Voce = 50 Marks  
Viva-voce = 50 Marks]

**Note:** All cases for clinical examination should be on patients & not on model

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**P**

**ARTICULARS OF PRACTICAL AND VIVA-VOCE**

Clinical Examination will be aimed at examination of clinical skills and competence of the candidates for undertaking independent work as a specialist

PRACTICAL / VIVA-VOCE	DESCRIPTION	MARKS ALLOTTED
Practical I	Long case from Speciality area to assess investigative, diagnostic skills and patient management skills	100
Viva-voce	5 Spotters and viva from the speciality area	50
Practical II	Major Elective long case aimed at examining clinical skills and competency of the candidate for undertaking independent work as specialist	100
Viva-voce	Viva on dissertation/ Speciality.	50



➤ **PARTICULARS OF VIVA VOCE**

Viva- Voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence & oral communication skills and spotters. Special emphasis shall be given to dissertation work during the MOT examination. The marks of Viva-Voce examination shall be included in the clinical examination to calculate the percentage and declaration of results.

➤ **EXAMINERS**

**Practical – I** - There shall be 2 examiners. One of them shall be external outside the zone from the same speciality and the other shall be internal from the same speciality from the same college.

**Practical – II** - There shall be 2 examiners. One of them shall be external outside the University from the same speciality and the other will be guide assigned to the student from the same college.

➤ **CRITERIA FOR DECLARING PASS IN THE UNIVERSITY EXAMINATION**

Candidate has to secure minimum 50% marks in both theory and Practical Separately.

➤ **DECLARATION OF CLASS**

**First Class distinction** – 75% & above in aggregate provided that the candidate passes the examination in 1<sup>st</sup> attempt.

**First Class** – 60% & above in aggregate provided that the candidate pass the examination in 1<sup>st</sup> attempt.

**Pass** – 50% of maximum marks in theory aggregate and 50% of maximum marks in clinical and Viva-Voce aggregate.

➤ **GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 72****DIPLOMA IN PARAMEDICAL SCIENCE**

1. Title of the Award Diploma : Diploma in Paramedical Science  
 2. Name of Faculty : Faculty of Paramedical Science  
 3. Name of Course:

Diploma in O.T. Technology, Diploma in Dialysis Technician, Diploma in X-Ray Radiographers, Diploma in Medical Laboratory (DMLT), Diploma in Paramedical Ophthalmic Assistant, Diploma Anaesthesia Technician, Diploma in Sanitary Inspector, Diploma in Blood Transfusion, Diploma in clinical Biochemistry, Diploma in Microbiology, Diploma in Dermatology, Diploma in Hospital Management, Diploma in Physiotherapy, Diploma in MRI Scan Technology, Diploma in Health & Sanitary Inspector, Diploma in Patient Care Assistant, Diploma in Dental Hygienist, Diploma in Electrocardiogram ECG Technology, Diploma in Medical Dresser, Diploma in Child Care, Diploma in Dermatology, Diploma in Radiology & Imaging Technology, Diploma in Ultrasound, Diploma in Natural Pharmacy, Diploma in Multipurpose Health Worker. Diploma in Cardiology Technician, Diploma in Emergency Trauma Care, Diploma in Optometry, Diploma in Medical Emergency Trauma Technician, Diploma in Clinical Biochemistry, Diploma in Microbiology.

**1. Duration of the Course:**

The Diploma in Paramedical Science is a two years diploma programme. The Diploma in Paramedical Science curriculum is a Yearly-wise programme with syllabus covered in two academic years.

**2. Eligibility for Admission:**

Candidates who have passed duly recognized following examinations. Secondary (10+2) with Biology of Life Sciences as one of the subjects with minimum 33% marks.

Or

Any Board / University examination in India or in any foreign country recognized as equivalent to 12<sup>th</sup> standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies.

The reservation and relaxation for SC/ST/ Other categories shall be as per the rules of state Govt., whichever is applicable.

**3. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

**4. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC I other relevant Regulatory Bodies.



**5. Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the regulatory bodies.

**6. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**7. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

**8. Medium of Instruction and Examination:**

The medium of instruction and examination shall be English Examination:

Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

**9. Eligibility for Award of Diploma in Paramedial Science**

A student shall be declared to be eligible for award of the diploma if he has:

Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.

Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;

Earned the specified credits in all the categories of subjects as applicable.

Secured a minimum 33% in aggregate overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.

**10. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.

**11. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course of Diploma in Paramedial Science ordinarily within a maximum period of 4 year from the session of first admission.

However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.



**12. General Instruction:**

- i. The admission to the Diploma in Paramedial Science shall be governed in accordance and provisions with the Rules as per UGC 1 other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of Diploma in Paramedial Science can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centres / Institutes located in university campus.
- vi. This Ordinance shall be applicable to all Diploma in Paramedial Science except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance



**Ordinance No. 73**  
**CERTIFICATE COURSES IN MEDICAL/NURSING/PARAMEDICAL**

This ordinance shall provide regulation of AMALTAS University running Certificate course program in various subjects/ departments of Medicine, Nursing, and Paramedical.

**1. AIMS & OBJECTIVE:**

The main aim of this certificate courses is to expose the eligible candidates to newer methods of skill-oriented program in different disciplines. The program of study leading to career-oriented certificate courses of AMALTAS University, Dewas shall have the status of Add-on skill-oriented programs.

**2. GENERAL PROVISIONS:**

- i. The various trainings in certificate courses cannot be registered as qualifications by regulatory bodies.
- ii. These training must be rendered to teach some Skill & develop competence in different disciplines the skill.
- iii. Candidates registering in these courses shall have to complete the predetermined period of training. In case the candidate leaves in between the certificate will not be issued.
- iv. The concerned department will provide a structured training program.
- v. There will be a formal entrance examination conducted by university to pursue the mentioned Certificate courses.
- vi. Candidate will have to pay fees for these certificate courses which will be mentioned in a combined ordinances for university fees & structure.
- vii. Candidates involved in direct patient care will have to have regulatory approvals. Like they must be registered with MP State Medical Council with a valid registration number & additional degrees must be registered.

**3. LIST OF VARIOUS CERTIFICATE COURSES OFFERED BY AMALTAS UNIVERSITY WITH ELIGIBILITY CRITERIA AND DURATION:**

**I. POST-DOCTORAL CERTIFICATE COURSE:**

Course Name	Eligibility	Subject of Specialization	Duration
PDCC in Cardiac-Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Organ Transplant Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatrics	Post MD/MS/DNB/DMRD	Medicine	One year



Endocrinology	in the required specialty		
PDCC in Critical Care Medicine	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric Gastroenterology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Laboratory Immunology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Infectious Diseases	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Nuclear Nephrology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Renal Pathology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Gastro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Aphaeresis Technology and Blood Component Therapy	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Pain Management	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Haemato-Oncology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric ENT	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Interventional Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Spine Surgery	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year

## ii. BASIC CERTIFICATE-COURSES:

Course Name	Eligibility	Subject of Specialization	Duration
<b>Medical</b>			
Certificate Course in Paediatric Respiratory Disorders	MD /DCH/DNB Paediatrics Or Equivalent from recognized institute	Medicine	6 Months
Certificate Care in Pulmonary Critical Care	MD/DNB Medicine Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Infertility	MS/DNB (obst& Gyn.) or DGO Or Equivalent from	Medicine	6 Months



Management, including Endoscopy	recognized institute		
Certificate Course in Benign Hematology	MD (Pathology) / MD (Gen. Medicine) /DCP/DNB Or Equivalent from recognized institute	Medicine	12 Months
Certificate Course in Clinical Nutrition	Bachelors or Master's Degree from Medicine Nursing, physiotherapy, dietetics, Public health professionals. Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Critical Care Dialysis	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hypertension Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Diabetic Foot Surgery	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Emergency Medical Services	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Epidemic Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Health Insurance	MBBS; BAMS; BHMS; BDS, BPh, BOTh, B. Sc (Nursing), BPO, M. Sc (Med) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hepatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Clinical Hematology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in High Risk Obstetrics	MD/DGO/DNB (Obs& Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Human Genetics (	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from	Medicine	6 Months



Certificate Course in Human Genetics)	recognized institute		
Certificate Course in Hyperbaric Medicine and Basic Wound Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Immunization	D C H , MBBS, BDS, BAMS, BUMS, BHMS.	Medicine	6 Months
Certificate Course in Infection Prevention & Control	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Cardiac Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Care in Obstetrics	MD/DGO/DNB (Obs& Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Laser Surgery in Urology	Post graduate in surgery M.S. or D.N.B.	Medicine	6 Months
Certificate Course in Medical Genetics	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatal Intensive Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Operation Theater Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Radiography Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Reconstructive Urology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Regional Anaesthesia	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Programme in Hair Restoration	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
International Postgraduate Paediatric	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from	Medicine	6 Months



Certificate (IPPC)	recognized institute		
Postgraduate Training Course in Colposcopy	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on HIV & AIDS	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on Medical Rehabilitation	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Life Support	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Pain Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Patient Safety	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Disaster Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course for Clinicians in Medico Legal Practices	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
<b>Physiotherapy</b>			
Certificate Course in Sports Physiotherapy	BPT	Physiotherapy	12 Months
<b>Dental</b>			
Post Graduate Certificate Course in Oral Implantology	BDS/MDS	Dental	12 Months
<b>Nursing</b>			
Certificate Course in Cardiovascular and Thoracic Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Renal Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Wound Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in	B.Sc./M.Sc. Nursing OR	Nursing	6 Months



Child Health Nursing	Equivalent from recognized institute		
Certificate Course in Medical Surgical Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Community Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Obstetrics and Gynecology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Psychiatry Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Critical Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Practitioner	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Orthopedic and Rehabilitation	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Neonatal Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Mental Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Administration	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
<b>Miscellaneous</b>			
Certificate Course in NABH	Bachelors or Master's Degree from Medicine, Dental, Nursing, physiotherapy, dietetics, Public health professionals, MBA/ BBA in H.A. Or Equivalent from recognized institute	Miscellaneous	12 Months



**4. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State government.

**5. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counselling or the University also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies i Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.

**6. Intake:**

The Intake for each of these courses shall be decided by the University from time to time.

**7. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

**8. Medium of Instruction:**

The medium of instruction and examination shall be English.

**9. Examination**

Examinations will be conducted as per the Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject.

The studies and examination of the course shall be on the basis of marks/marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

**10. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as admissible within the applicable regulations.



**11. General Instruction:**

- i. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.
- ii. The admission to the Certificate program shall be governed in accordance and provisions with the Rules as per UGC 1 other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iv. For matters not covered in this specific ordinance, General rules and regulations of AMALTAS University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- v. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- vi. In future, more branches / specializations / courses / programmes of Certificate program can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centres / Institutes located in university campus.
- vii. This Ordinance shall be applicable to all Certificate program except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
- viii. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.



**ORDINANCE NO. 74****BACHELOR OF NATUROPATHY & YOGIC SCIENCES (B.N.Y.S.)**

This ordinance shall provide regulation of AMALTAS UNIVERSITY, DEWAS running Bachelor degree Program in Naturopathy & Yogic Sciences (B.N.Y.S.). The programme shall be governed by the norms, rules and guidelines of the concerned, Department of AYUSH, Ministry of Health and Family Welfare, Government of India and the policies of MP state Government.

**STRUCTURE OF B.N.Y.S. PROGRAM**

The duration of the programme of Bachelor of Naturopathy & Yogic Sciences (B.N.Y.S.) is Five and Half Year (5 and 1/2 year), including Compulsory rotatory internship of one year:-

First Professional session	(18 month)
Second Professional session	(12 month)
Third Professional session	(12 month)
Final Professional session	(12 month)
Compulsory Rotatory Internship	(12 month)

**1. AIMS AND OBJECTIVES:****1.1 AIMS:**

- 1.1.1 To facilitate the growth and development of Naturopathy and Yogic Science education.
- 1.1.2 To impart high quality graduate training in all branches of Naturopathy and yogic Sciences.
- 1.1.3 To envision, organize and conduct research on various aspects of Naturopathy and Yogic Sciences.
- 1.1.4 To establish a centre of excellence that provides Naturopathy and Yogic Sciences medical care to suffering humanity.
- 1.1.5 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 1.1.6 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 1.1.7 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs.
- 1.1.8 To make research a significant activity involving staff, students and society.
- 1.1.9 To promote industry/organization, interaction/collaborations with regional / national / international bodies.
- 1.1.10 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 1.1.11 To fulfil the national obligation through rural health missions.



**1.2 OBJECTIVES:**

The objective of the course shall allow the students:

- 1.2.1 To effectively integrate the conventional basic sciences (e.g. human physiology) with the traditional medical systems and to enhance the understanding of their effects and therapeutic potential;
- 1.2.2 To provide state of the art learning facilities to conceptualize the ancient medical system.
- 1.2.3 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 1.2.4 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 1.2.5 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 1.2.6 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 1.2.7 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 1.2.8 To ordinate periodic performance evaluation of the faculty.
- 1.2.9 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 1.2.10 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 1.2.11 To strengthen, develop and implement staff and student welfare programs.
- 1.2.12 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 1.2.13 To constantly display sensitivity and respond to changing educational, social, and community demands.
- 1.2.14 To promote public- private partnership
- 1.2.15 To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- 1.2.16 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 1.2.17 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

**2. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 2.1 Admission to the First year in Bachelor of Naturopathy & Yogic Sciences degree course (B.N.Y.S.) shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/University with minimum of 45% marks. However for SC/ST/OBC candidate the percentage will be relaxed to as per direction of statutory body/ Council.
- 2.2 Admission shall be made through the State and All India counselling of NEET qualified candidates or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying examination.
- 2.3 The minimum age for admission shall be 17 years on 31<sup>st</sup> December of academic year of admission, but have not crossed the age of 25 years as on that date, are eligible to apply.
- 2.4 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital.
- 2.5 The course shall be commencing from the as per apex council/university schedule of every academic year.



**3. MEDIUM OF INSTRUCTION:**

Medium of Instruction shall be English or Hindi.

**4. COURSE CURRICULUM**

Bachelor of Naturopathy & Yogic Sciences (BNYS) provides basic education in the integrated system of modern medicine and traditional Naturopathy & Yogic Sciences. It prepares of students of profound scholarship in the science of Naturopathy & Yogic Sciences having basic and fundamental knowledge in different subjects of Naturopathy & Yogic Sciences backed up the extensive practical training.

First Professional BNYS 18 Months	Second Professional BNYS 12 Months	Third Professional BNYS 12 Months	Fourth Professional BNYS 12 Months
Anatomy-I	Pathology	Manipulative Therapies	Fasting Therapy & Dietetics
Anatomy-II	Microbiology	Acupuncture & Acupressure	Obstetrics and Gynaecology
Physiology-I	Community Medicine	Yoga and its applications	Yoga Therapy
Physiology-II	Yoga Philosophy	Nutrition & Medicinal herbs	Hydrotherapy & Mud Therapy
Biochemistry	Basic Pharmacology	Diagnostic Methods-I (Naturopathy)	Physical Medicine & Rehabilitation
Philosophy of Nature	Colour Therapy and Magneto biology	Diagnostic Methods-II (Conventional Medicine)	First Aid & Emergencies Medicine
Principles of Yoga	Forensic Medicine & Toxicology	Psychology & Basic Psychiatry	Clinical Naturopathy
Sanskrit(Non Exam)			Research Methodology & Recent Advances

A Candidate after passing final B.N.Y.S. Medical Degree Examination shall undergo the compulsory rotatory internship of one Year duration.

The duration of Undergraduate Medical degree in Yoga and Naturopathy (BYNS) is five and half years.

**5. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:**

Examination will be conducted by the university:

Examination shall be in Theory, Practical and Clinical. A candidate will be permitted to appear for the University Examination in the subject only if:

- He has not less than 75% of attendance in Theory and 80% Practical/Clinical in each subject or as per policy of University.
- He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.



**6. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

6.1 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.

6.2 A student who satisfies the clause 2 and following requirements duly certified by the Principal of the B.N.Y.S. College/Institution recognized by this University for B.N.Y.S. course shall be eligible to appear in the first/second/Third/Final year B.N.Y.S. examination:

6.2.1 of having good character;

6.2.2 of having attended the prescribed course;

6.2.3 of having attended not less than:

- 75% of all course of lectures delivered; and
- 80% of full course of practical/ Clinical held separately.

**6.3 Internal assessment:**

6.3.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.

6.3.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University.

6.3.3 Day to day records should be given importance during internal assessment.

6.3.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choices questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

**6.4 Criteria for Passing:**

6.4.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.

6.4.2 The candidate must secure minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.

6.4.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

6.5 Each Theory paper will be of three hours.

6.6 Syllabus, Scheme & Evaluation of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Council.

NOTE: Internship will start after the declaration of final year B.N.Y.S. examination result and Registration of State Medicine Council.



**7. FEE:**

The examination fee to be paid by a candidate shall be as per University norms for each examination, or a part thereof.

**8. DIVISION AND MERIT LIST:**

- 8.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

**There shall be Divisions as follows:**

**Distinction** : 75% and above of grand total marks in First attempt.

**First Division** : >60% and <75% of grand total marks in First attempt.

**Second Division** : >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

- 8.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**9. RE-EVALUATION/ RE-TOTALING:**

- 9.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.
- 9.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

**10. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE NO. 75****BACHELOR OF SCIENCE (B.Sc.) IN YOGA AND NATUROPATHY  
PROGRAM****Choice-based Credit system (CBCS)**

1. **Title of the Award** : Bachelor of Science (Yoga and Naturopathy)
2. **Name of Faculty** : Faculty of Yoga and Naturopathy
3. **Course Name** : Bachelor of Science (B.Sc.) in Yoga and Naturopathy
4. **Duration of the Course:** : 3 years (6 semesters)
5. **Eligibility for Admission**
  - a. Students having Passed the 10+2 examination in any stream or equivalent examination from recognized Board will be eligible to take admission in the B.Sc. in Yoga and Naturopathy and/or;
  - b. Any other eligibility criteria as decided by the Academic Council as per the concerned Regulatory Authorities.
6. **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.
7. **Number of Seats**

The number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.
8. **Duration of Program**
  - i. Scheduled period of the BSc (yoga and naturopathy)program–3 (6 semester) years, based on the CBCS system.
  - ii. Maximum duration of Program completion is five (5) years.
  - iii. The Programs shall generally commence in July/August every year. Barring exceptional circumstances.
  - iv. Each semester shall be spread over not less than 90 teaching days.



**9.Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10.Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11.Medium of Instruction –**

The medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by the regulatory authority.

**12.Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.



**13. Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
  - ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.
- 8. Syllabus.:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC under Learning Outcomes-based Curriculum Framework(LOCF) with maximum deviation of 20%.

**14. Assessment:**

- i. To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc, during the semester/year.
- ii. There shall be University Examination at the end of each semester/year. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- iii. Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- iv. The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.



- v. The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- vi. Span period of completion of courses shall be as prescribed in the respective regulation.

### 15. Choice-Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

### 16. Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

#### a). Theory Block

Quizzes, assignments and regularity	20 %
Mid-semester test (s)	20 %
End-semester examination	60 %
Total	100 %

#### b). Practical Block

Lab work and performance, quizzes, assignments and regularity	40 %
End-semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, and



semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Description
O	$90 \leq m \leq 100$	10	Outstanding
A+	$80 \leq m < 90$	9	Excellent
A	$70 \leq m < 80$	8	Very Good
B+	$60 \leq m < 70$	7	Good
B	$50 \leq m < 60$	6	Above Average
C	$40 \leq m < 50$	5	Average
P	$35 \leq m < 40$	4	Pass
F	$m \leq 34$	0	Fail
Ab	-	0	Absent

- (i) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.



**17. Award of Division and Merit List**

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	I <sup>st</sup> Division with Honours
$6.0 \leq \text{CGPA} < 7.5$	I <sup>st</sup> Division
$5.0 \leq \text{CGPA} < 6.0$	II <sup>nd</sup> Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 4.0.

**18. Eligibility for Degree – Eligibility for Award of the BSc (Yoga and Naturopathy),****Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate over all as specified in the regulation. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- No disciplinary action is pending against him/her.



**19. General Instruction –**

- i. The admission to the B.Sc(yoga and naturopathy), Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- v. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, webinars etc.
- vi. These programmes are offered by the Faculty of Naturopathy & Yogic Sciences, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- vii. In future, more branches/ specializations/ courses/ programmes of B.Sc(yoga and naturopathy), can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- viii. This Ordinance shall be applicable to B.Sc(yoga and naturopathy) Courses/ Programme in Yoga and Naturopathy and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No. 76**  
**Master of Computer Application (MCA)**

1. Title of the Degree : Master of Computer Application (MCA)
2. Name of Faculty : Faculty of Computer Application
3. Duration of the Course : 2 years (4 Semesters)

**4. Eligibility for Admission:**

Every applicant for admission to the First Year of M.C.A shall possess following educational qualification:

Candidate should have a Bachelor degree with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of minimum 3 years duration from a recognized Indian University or foreign University of Institute recognized by the University as equivalent or any open University:

**Or**

However, a candidate who does not have Mathematics background as per above. could also be considered for admission to the programme on the recommendations of the Personal Interview panel, if it is adjudged that the candidate would be able to cover his deficiency through a Mathematics audit course in the first semester:

**Or**

The candidate should possess professional Technical Degree in any field like Engineering, Technology, Information Technology, Computer science, Applied Science & Technology etc. with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of any Indian University or foreign University or Institute or Associate Membership of professional bodies in above skills / areas, recognized by the University as equivalent;

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

**Note:** However, candidate who is appearing or has appeared for final year or last semester of any degree / qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**5. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged Candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.



**6. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / GD / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

**7. Specialization Distribution:**

Admission to a particular stream specialization of MCA Course/ Programme, it 'any. shall be as decided by the University on the basis of either merit or counselling or personal interviews.

**8. Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

**9. Academic cycle / year:**

There shall be one academic cycle for these courses every year as decided by the University.

**10. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

**11. Eligibility for Degree: Eligibility for Award of the M.C.A. Degree**

A student shall be declared to be eligible for award of the MCA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lab classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate or equivalent Grade overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- vi. No disciplinary action is pending against him.



**12. Medium of instructions and Examination:**

The medium of instructions and examination shall be English.

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance -- 4 shall be applicable in the current ordinance.

**13. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**14. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course ordinarily within a maximum period of 6 years.

**15. General Instructions:**

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of AMALTAS University, shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.



**AMALTAS UNIVERSITY, DEWAS,**  
**Establishment under M.P. Act No. 17 of 2007**  
**Ordinance No. 77**  
**Bachelor of Computer Application (BCA)**

(As per the "Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)

1. **Title of the Degree:** Three/Four Years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Computer Application
3. **Course Name:** Bachelor of Computer Application (BCA)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 marks and mathematics as compulsory or an additional subject.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure. :** Candidate seeking admission in BCA courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 marks and mathematics as compulsory or an additional subject. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)  
  
(i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.



(ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.

9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

#### **1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

#### **2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-2 :** If a student passes all the courses of Level 1&2 and earns the requisite number of credits; the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

#### **3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

**Exit-3 :** If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.



**4<sup>th</sup> year (Seventh & Eight Semester-Level 4-Optional)**

**Entry-4:** An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

**10. The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

**(i) Medium of instruction:** The Medium of Instruction during the Examination shall be English.

**(ii) Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

**11. Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)



**CREDIT SYSTEM (TABLE:1)**  
**(Qualification Type and Credit Requirements.)**

<b>Levels</b>	<b>Qualification Title</b>	<b>Credit Requirement</b>
<b>Level 1</b>	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme.)	40
<b>Level 2</b>	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
<b>Level 3</b>	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
<b>Level 4(Optional)</b>	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- i. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- ii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

12. For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- i. First division with honour's, where student score 75% or more marks.
- ii. First division, where student score 60% or more marks.
- iii. Second division, where students score 50% above but less than 60% marks.
- iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.



**13. Types of Courses:** Course are the basic units of education and/or training. types of course shall be as follow.

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- ii. **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
  - Discipline Specific Elective (DSE) Course.
  - Dissertation/Project

iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

**14. Ability Enhancement Course. (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

**15. Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

**16. General Instructions:**

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.



**Ordinance No. 78****POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)**

1. Degree Title : Post Graduate Diploma in Computer application (PGDCA)
2. Name of Faculty : Faculty of Computer Application
3. Course : PGDCA
4. Duration of the Course : 1 year (2 Semesters)

**5. Eligibility for Admission:**

Every applicant for admission to the First Year of PGDCA shall possess following educational qualification:

Candidate should have a Bachelor degree with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of minimum 3 years duration from a recognized Indian University or foreign University of Institute recognized by the University as equivalent or any Open University:

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

**6. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged Candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

**7. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / GD / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

**8. Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

**9. Academic cycle / year:**

There shall be one academic cycle for these courses every year as decided by the University.

**10. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

**11. Medium of Instructions and Examination:**

The medium of instructions and examination shall be English.

**12. Examination:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.



**13. Eligibility for Degree: Eligibility for Award of the PGDCA. Degree**

A student shall be declared to be eligible for award of the PGDCA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate or equivalent Grade overall. However, the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- vi. No disciplinary action is pending against him.

**14. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**15. Maximum Duration for Completion of Course:**

A candidate has to complete the entire course ordinarily within a maximum period of 2years.

**16. General Instructions:**

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.



**Ordinance No. 79**  
**DIPLOMA IN COMPUTER APPLICATION**

- |                           |   |
|---------------------------|---|
| 1. Title of the Degree    | : Diploma in Computer Application (DCA) |
| 2. Name of Faculty        | : Faculty of Computer Application       |
| 3. Course                 | : DCA                                   |
| 4. Duration of the Course | : 1 years (2 Semesters)                 |

**5. Eligibility for Admission:**

Every applicant for admission to the First Year of D.C.A shall possess following educational qualification:

Candidate should have a 10+2 with at least 50% (30% for reserved categories) marks in aggregate or equivalent:

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

**6. Eligibility for Admission to NRI / Other Privileged Candidates:**

Non-resident Indian and other privileged Candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

**7. Admission Procedure:**

The eligible candidates should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / GD / Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test / examination results of various Institutes Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

**8. Specialization Distribution:**

Admission to a particular stream specialization of DCA Course/ Programme, if any, shall be as decided by the University on the basis of either merit or counselling or personal interviews.

**9. Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

**10. Academic cycle / year:**

There shall be one academic cycle for these courses every year as decided by the University

**11. Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.



## 12. Eligibility for Degree: Eligibility for Award of the D.C.A. Degree

A student shall be declared to be eligible for award of the DCA Degree with various specializations if he has:

- i. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lab classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable;
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- v. No disciplinary action is pending against him.

## 13. Medium of instructions and Examination:

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

## 14. Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

## 15. Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 2 years.

## 16. General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of AMALTAS University shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- vi. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.



**ORDINANCE No. 80****BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)***Implementation of New Education Policy 2020 in ordinances for Three/Four years**(Hons/Research) Bachelor of Business Administration (B.B.A.) programmes of**Undergraduate Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Business Administration (B.B.A.) (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Management Studies.**

- 3) **Course Applicability –**

- 3.1) **Three/Four years (Hons/Research) Bachelor of Business Administration**

(B.B.A.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

- 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC, Government of M.P. and concerned Regulatory Authority.

- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

- i) Passed 10+2 examination or equivalent examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.

- Admissions shall be according to the criteria made by the Admission Committee of the university and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

- 5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee constituted by Vice-Chancellor.



**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Business Administration (B.B.A.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)
  - d. Discipline Specific Elective (16 credits)
  - e. Skill Enhancement Courses/Vocational Courses (12 credits)
  - f. Ability Enhancement Courses (08 credits)
  - g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:



**1st Year**

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

**2nd Year**

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

**3rd Year**

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

**4th Year**

**Entry 4.** An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who



meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for **Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject**. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
  - Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
- iv. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.



- v. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vi. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students. Rules of the govt/ regulatory body will be applicable.

## 9) TYPES OF COURSES

**Courses are the basic units of education and/or training. Types of courses shall be as follows:**

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme. (Major/Minor)
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - b. **Dissertation/Project:** An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.



**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
  - Skill Enhancement Courses (SEC) or Vocational Courses.
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education
  - English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –****10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.



**10.2 Second Year (Level 6):**

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

**10.3 Third Year (Level 7):**

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

**10.4 Fourth Year (Level 8):**

a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

- The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

**10.5 Credit Distribution for Semester:**

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

**10.6 Additional Courses:**

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(120) Bachelor Degree in Main Faculty
	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
Level 6	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main Faculty
Level 8	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research) in Main faculty
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	



**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free of cost in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries or with the approval of UTD.



**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.



- iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
- v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent

- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table (3).
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.



- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exan)	Internal	External (End Semester Practical Exam)	
1 Core/GE/DSE (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2 Core/DSE/GE (6)	Type-2	4	2	NA	40	60	40	60	NA
3 Core/DSE/GE (6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4 Core/DSE/GE (6)	Type-4	5	NA	1	40	60	NA	NA	100
5 DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6 DSE/SEC (Vocational Courses) (4)	Type-2	3	1(P,T,W,etc)	NA	40	60	NA	100	NA
7 DSE/SEC (Vocational Courses) (4)	Type-3	1	3(P,T,W,etc)	NA	40	60	50 (Through CCE)	50	NA
8 DSE/SEC (Vocational Courses)(4)	Type-4	3	NA	1	40	60	NA	NA	100
9 AECC (Foundation Course) (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10 Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report: 2 Credits (25 Marks)							
11 Research Methodology(4)	Type-4	3	NA	1	40	60	NA	NA	100
12 Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credit(25 Marks)+ External viva-voce: 2 Credit(25 Marks)							

Chancellor



**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where  $ci$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $pi$  is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i=1,2, \dots, n$  are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where  $NCj$  is the number of total credits offered in the  $J^{th}$  semester,  $SGj$  is the SGPA earned in the  $J^{th}$  semester, where  $j=1, 2, \dots, m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage = CGPA x10
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

#### 19) Credit Transfer:

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20)** If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable due approval of the decision by governing body/ board of management.
- 21)** The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI etc issued from time to time will be adopted for implementation.
- 22)** In matters not covered under this Ordinance, general rules of the University shall be applicable; the directions of the state government shall be applicable.
- 23)** If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) General Instruction –**
- i. The admission to the B.B.A. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
  - v. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.



- 25) The various Branch/Discipline in the B.B.A. programmes in the Faculty of Commerce & Management Studies / School of Management Studies shall include in the fields of**
- Commercial and Computer Practice, Modern Office Management, Modern Office Management and Secretarial Practices, Modern Office Practice, Stenography and Secretariat Practice, Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management , Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management (PGDBM), Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management (MFM), Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management(PGDM), Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management,



Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Agri-Business Management, Water Sports Management, Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship.

- 26) Any amendments in NEP 2020/ directives of the regulatory authority/ govt. will be followed by the university.



**AMALTAS UNIVERSITY, DEWAS,  
Establishment under M.P. Act No. 17 of 2007  
Ordinance No. 81  
CERTIFICATE COURSES**

This ordinance shall provide regulation of AMALTAS UNIVERSITY, DEWAS running Certificate course program in various subjects/ departments of Medicine, Dentistry, Nursing, Physiotherapy, Occupational therapy and Miscellaneous.

**1. SHORT TITLE AND COMMENCEMENT:**

Keeping in view the explosion of knowledge in modern medicine, the University introduces a series of Certificate courses in different disciplines (speciality or subspeciality), wherein suitable candidates will be imparted training in the concerned area. Through this Certificate courses, we hope to effectively give training to bring about change in the communities through better clinical practice.

The Courses shall be called as "CERTIFICATE COURSES" of the AMALTAS UNIVERSITY, DEWAS, M.P.

The Regulations framed are subject to modification from time to time by the University Academic Board/apex body from time to time.

**2. AIMS & OBJECTIVE:**

The main aim of this certificate courses is to expose the eligible candidates to newer methods of skill oriented program in different disciplines. The program of study leading to career oriented certificate courses of AMALTAS UNIVERSITY, DEWAS shall have the status of Add-on skill oriented programs.

**3. GENERAL PROVISIONS:**

- 3.1 The various trainings in certificate courses cannot be registered as qualifications by regulatory bodies.
- 3.2 These training must be rendered to teach some Skill & develop competence in different disciplines the skill.
- 3.3 Candidates registering in these courses shall have to complete the predetermined period of training. In case the candidate leaves in between the certificate will not be issued.
- 3.4 The concerned department will provide a structured training program.
- 3.5 There will be a formal entrance examination conducted by University to pursue the mentioned Certificate courses.
- 3.6 Candidate will have to pay fees for these certificate courses which will be mentioned in a combined ordinances for University fees & structure (Ordinance no - 08).
- 3.7 Candidates involved in direct patient care will have to have regulatory approvals. Like they must be registered with MP State Medical Council with a valid registration number & additional degrees must be registered.



#### 4. LIST OF VARIOUS CERTIFICATE COURSES OFFERED BY AMALTAS UNIVERSITY, DEWAS WITH ELIGIBILITY CRITERIA AND DURATION:

##### 4.1 POST-DOCTORAL CERTIFICATE COURSE:

Course Name	Eligibility	Subject of Specialization	Duration
PDCC in Cardiac-Anesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Anesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Organ Transplant Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Critical Care Medicine	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric Gastroenterology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Laboratory Immunology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Infectious Diseases	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Nuclear Nephrology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Renal Pathology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Gastro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Aphaeresis Technology and Blood Component Therapy	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Pain Management	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Haemato-Oncology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric ENT	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Interventional Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Spine Surgery	Post MD/MS/DNB/DMRD in the required specialty	Medicine	* One year

##### 4.2 BASIC CERTIFICATE-COURSES:

Course Name	Eligibility	Subject of	Duration
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		Specialization	
<b>Medical</b>			
Certificate Course in Paediatric Respiratory Disorders	MD /DCH/DNB Paediatrics Or Equivalent from recognized institute	Medicine	6 Months
Certificate Care in Pulmonary Critical Care	MD/DNB Medicine Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Infertility Management, including Endoscopy	MS/DNB (obst& Gyn.) or DGO Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Benign Hematology	MD (Pathology) / MD (Gen. Medicine) /DCP/DNB Or Equivalent from recognized institute	Medicine	12 Months
Certificate Course in Clinical Nutrition	Bachelors or Master's Degree from Medicine Nursing , physiotherapy, dietitics, Public health professionals. Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Critical Care Dialysis	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hypertension Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Diabetic Foot Surgery	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Emergency Medical Services	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Epidemic Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Health Insurance	MBBS; BAMS; BHMS; BDS, BPT, BTh, B. Sc (Nursing), BPO, M. Sc (Med) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hepatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Clinical Hematology	MD (General Medicine) Or Equivalent from recognized	Medicine	6 Months



	institute		
Certificate Course in Neonatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in High Risk Obstetrics	MD/DGO/DNB(Obs& Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Human Genetics ( Certificate Course in Human Genetics)	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hyperbaric Medicine and Basic Wound Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Immunization	D C H , MBBS, BDS, BAMS, BUMS, BHMS.	Medicine	6 Months
Certificate Course in Infection Prevention & Control	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Cardiac Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Care in Obstetrics	MD/DGO/DNB(Obs& Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Laser Surgery in Urology	Post graduate in surgery M.S. or D.N.B.	Medicine	6 Months
Certificate Course in Medical Genetics	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatal Intensive Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Operation Theater Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Radiography Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Reconstructive Urology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months



Certificate Course in Regional Anaesthesia	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Certificate Programme in Hair Restoration	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
International Postgraduate Paediatric Certificate (IPPC)	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Postgraduate Training Course in Colposcopy	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Training Programme on HIV & AIDS	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Training Programme on Medical Rehabilitation	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Life Support	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Certificate Course in Pain Management	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Certificate Course in Patient Safety	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Certificate Course in Disaster Management	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
Certificate Course for Clinicians in Medico Legal Practices	MBBS/ BAMS/ BHMS/ BUMS OrEquivalent from recognized institute	Medicine	6 Months
<b>Physiotherapy</b>			
Certificate Course in Sports Physiotherapy	BPT	Physiotherapy	12 Months
<b>Dental</b>			
Post Graduate Certificate Course in Oral Implantology	BDS/MDS	Dental	12 Months
<b>Nursing</b>			
Certificate Course in Cardiovascular and Thoracic Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in	B.Sc./M.Sc. Nursing OR	Nursing	6 Months



Oncology Nursing	Equivalent from recognized institute		
Certificate Course in Renal Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Wound Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Child Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Medical Surgical Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Community Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Obstetrics and Gynecology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Psychiatry Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Critical Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Practitioner	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Orthopedic and Rehabilitation	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Neonatal Care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Mental Health Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Administration	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months



Miscellaneous			
Certificate Course in NABH	Bachelors or Master's Degree from Medicine, Dental, Nursing, physiotherapy, dietetics, Public health professionals, MBA/ BBA in H.A. Or Equivalent from recognized institute	Miscellaneous	12 Months

#### 5. **ENTRY EXAMINATIONS FOR CERTIFICATE COURSES:**

- 5.1 There shall be Entrance Examination which will be conducted by Controller of Examinations as per University norms.
- 5.2 Entrance exam will be multiple choice type questions with one paper of 100 questions. The questions will be prepared from any External source as per University policy. Candidates will be selected in respective certificate courses as per the merit list of theory exam. No interview will be conducted.

#### 6. **EXIT EXAM FOR CERTIFICATE COURSES:**

- 6.1 For appearing in the exit examination the candidate should have an attendance of least 80% to be certified by the course coordinator and Head of Department. The course coordinator and HOD have also to certify that the candidate has learnt the skills for which the candidate had been enrolled.
- 6.2 There will be no theory exam.
- 6.3 For Practical examination there shall be two examiners. One internal & one external examiner. To pass the exit exam, candidate has to secure minimum 50% marks in practical examination.
- 6.4 At the end of examination the result will be declared by the controller of Examination and will be displayed at University website/as decided by University norms.
- 6.5 If the candidate fails in the exam, then he/she shall be allowed to appear in the next two regular exams maximally and the Examination fee again will be deposited each time by the candidate.

#### 7. **GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE No.82****Integrated Dual Degree Management Program- IMP (BBA + MBA)****12.1 Name of the Program**

Integrated Dual Degree Management Program - IMP (BBA + MBA)

The program referred under this Ordinance, subject to the recommendation of the concerned Board of Studies as per norms of AICTE and / or UGC. Board of Studies is authorized to recommend further additions / alterations in this Ordinance with due approval of competent authorities.

**12.2 Name of Faculty and Board of Studies**

Faculty/ School of Management Studies - Board of Studies of the School of Management Program.

**12.3 Duration**

Full time shall comprise of the course of study spread over a period of five years i.e. six semesters (Three years of BBA) and six terms (Two years of MBA). Maximum period for completing program is seven years.

**12.4 Eligibility**

1. The minimum academic qualification for admission is that the candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates. Reservation will be as per applicable regulations of Government of MP and or other regulatory guidelines.
2. Those appearing in 10+2 (Class XII) examination or equivalent examination and whose results are not declared may also appear in counselling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline, their admission will stand cancelled. However on the request of the candidate the admission will be deferred to the forthcoming academic year.



**12.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**12.6. Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**12.7. Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester/trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. In case of admission cancellation, fee will be refunded to the candidates as per prevailing instructions/ directives of Govt. of MP/ Competent Regulatory Authority. The fees shall be applicable as per approval of Board of Management from time to time which will be reviewed by the MPPURC.

**12.8. Academic System - Semester + Trimester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)****12.9. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements and passes in all the prescribed courses successfully.



**12.10. Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. Suitable relaxation for participation in sports/cultural and other events/activities will be extended by the concerned Dean/VC. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**12.11. General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time. *The Direction of NEP-20, re authority of govt. will be followed by university*
- E. Seat Reservation for NRI/ NRI Sponsored / PIO etc. will be as per *Dr. Deepak Shri* Policy *2020* of Govt. of MP / Regulatory Authorities.



**ORDINANCE No. 83**  
**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**  
**2-YEARS MASTER DEGREE IN MANAGEMENT**

- 1) **Title of the Degree – Master of Business Administration (MBA)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies/ School of Management Studies.**
- 3) **Course Applicability –**
  - 3.1) **Master of Business Administration (MBA) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – MBA (Full Time)**
  - 4.1) **Duration** - Two years (Four semesters)- for Regular Course.
  - 4.2) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination :-**

    - i) Passed Bachelor Degree of minimum 3 years duration.
    - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

**6) Specialization Distribution –**

Admission to a particular stream/ specialization of MBA Course/ Programme shall be decided by the University on the basis of either merit or counselling or personal interview.

**7) Intake –**

The Intake for each of these courses shall be decided by the University as per guidelines of AICTE/ concerned regulatory body.

**8) Course Structure –**

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of MBA Degree ordinarily within a maximum period of Four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**10) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**11) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**12) Medium of Instruction –**

The medium of instruction and examination shall be **English**.

**13) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**14) Examination –**

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

**15) Eligibility for Degree – Eligibility for Award of the M.B.A. Degree.**

A student shall be declared to be eligible for award of the Degree with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable..
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.



- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

**16) General Instruction –**

- i. The admission to all kinds of **MBA** Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 17) The various specializations in the MBA programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management , Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit., Health**



Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, Agri-Business Management, Water Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship. etc.

- 18) The list of various specializations of "MBA" courses shall include the current courses/ programme as well as proposed in future. However, all MBA programmes with various specializations at present & in future shall run and be governed by this ordinance.
- 19) These programmes are offered in regular mode by the **Faculty of Commerce & Management Studies/ School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

20 They amendments in NEP-20 / Directives of the regular by authority or Govt. will be followed by the university



**ORDINANCE NO. 84****MASTER OF SCIENCE(M.Sc.)IN YOGA AND NATUROPATHY  
PROGRAM****Choice-based Credit system (CBCS)**

1. **Title of the Award** : Master of Science (Yoga and Naturopathy)
2. **Name of Faculty** : Faculty of Yoga and Naturopathy
3. **Course Name** : M.Sc. in Yoga and Naturopathy
1. **Duration of the Course:** : 2 years (4 semesters) Choice-based Credit system (CBCS)
4. **Eligibility for Admission**
  - a. The students who have passed BNYS, B.Sc./BA in Yoga and Naturopathy or equivalent examination from a recognized University will be eligible to get admission in the M.Sc. in Yoga and Naturopathy program and/or;
  - b. Any other eligibility criteria as decided by the Academic Council, Admission Committee and concerned Regulatory Authorities.
5. **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.
6. **Number of Seats**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.
7. **Duration of Program**
  - i. Scheduled period of the M.Sc (yoga and naturopathy)program–2 (4 semester) years, based on the CBCS system.
  - ii. Maximum duration of Program completion is four (4) years.



- iii. The Programs shall generally commence in July/August every year. Barring exceptional circumstances.
- iv. Each semester shall be spread over not less than 90 teaching days.

**8. Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9. Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**10. Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**11. Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.



12. **Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

13. **Syllabus**

The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC under Learning Outcomes-based Curriculum Framework(LOCF) with maximum deviation of 20%.

14. **Assessment:**

- i. To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e. sessional, mid-term, end-semester etc, during the semester/year.
- ii. There shall be University Examination at the end of each semester/year. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner; this may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
- iii. Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
- iv. The sessional marks, wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.
- v. The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- vi. Span period of completion of courses shall be as prescribed in the respective regulation.



15. **Choice-Based Grading System**

- i. The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.
- ii. In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

16. **Award of Grade and Grade Points**

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council and the Board of Management.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

a). **Theory Block**

Quizzes, assignments and regularity	20 %
Mid-semester test (s)	20 %
End-semester examination	60 %
Total	100 %

b). **Practical Block**

Lab work and performance, quizzes, assignments and regularity	40 %
End-semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade	% Marks Range	Grade Point	Performance Descri
O	$90 \leq m \leq 100$	10	Outstanding
A+	$80 \leq m < 90$	9	Excellent
A	$70 \leq m < 80$	8	Very Good



B+	$60 \leq m < 70$	7	Good
B	$50 \leq m < 60$	6	Above Average
C	$40 \leq m < 50$	5	Average
P	$35 \leq m < 40$	4	Pass
F	$m \leq 34$	0	Fail
Ab	-	0	Absent

- (i) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed by the Examination Committee after formal declaration of the results.

#### 17. Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:



CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	I <sup>st</sup> Division with Honours
$6.0 \leq \text{CGPA} < 7.5$	I <sup>st</sup> Division
$5.0 \leq \text{CGPA} < 6.0$	II <sup>nd</sup> Division

- (ii) The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 4.0.

**18. Eligibility for Degree - Eligibility for Award of the M.Sc (Yoga and Naturopathy), Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overallas specified in the regulation. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- No disciplinary action is pending against him/her.



**19. General Instruction –**

- i. The admission to the M.Sc(yoga and naturopathy), Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- v. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, webinars etc.
- vi. These programmes are offered by the Faculty of Yoga and Naturopathy, recommended by the concerned Board of Studies and after approval of the Academic Council and Board of Management of the University.
- vii. In future, more branches/ specializations/ courses/ programmes of M.Sc(yoga and naturopathy), can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- viii. This Ordinance shall be applicable to M.Sc(yoga and naturopathy) Courses/ Programme in Yoga and Naturopathy and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**Ordinance No.85****ORDINANCE PERTAINING TO POST-DOCTORAL FELLOWSHIP**

This ordinance shall provide regulation of AMALTAS UNIVERSITY, DEWAS running Post doctoral fellowship program in various subjects/ departments of Medicine, Dentistry, Nursing, Physiotherapy, Occupational therapy, Speech and Hearing, Allied health and Paramedical Sciences, Law, Management or Any other Faculty.

**1. SHORT TITLE AND COMMENCEMENT:**

Keeping in view the explosion of knowledge in modern medicine, the University introduces a series of Post – Doctoral Fellowship in different disciplines (speciality or subspeciality), wherein suitable candidates will be imparted training in the concerned area. Through this fellowships, we hope to effectively give training to bring about change in the communities through better clinical practice.

The Courses shall be called as “POST – DOCTORAL FELLOWSHIP” of the AMALTAS UNIVERSITY, DEWAS, M.P.

The Regulations framed are subject to modification from time to time by the University Academic Board/apex body from time to time.

**2. AIMS & OBJECTIVES:**

These PostDoctoral Fellowship aims that the candidate gets exposure in the concerned disciplines with particular emphasis on their clinical skills. The Course is meant to give intensive hands – on clinical training with periodic evaluation by experienced teaching staff of various departments of Medicine, Dentistry, Nursing, Physiotherapy and Occupational therapy, and other courses.

**3. DURATION:**

The duration of Post Doctoral Fellowship for each speciality has been mentioned in the regulations of the Post Doctoral Fellowship along with the respective courses.



**4. POST DOCTORAL FELLOWSHIP PROGRAM IN MEDICAL SCIENCES:****4.1 Eligibility For Admission:**

- 4.1.1 Candidate who are in possession of recognized postgraduate medical degree MD/MS, DM, M.Ch., DNB recognized by NMC in the concerned speciality are eligible to join in **POST-DOCTORAL FELLOWSHIP IN MEDICAL SCIENCES**.
- 4.1.2 The Post-Doctoral Fellowship offered by this University cannot be equated with M.Ch/D.M.
- 4.1.3 Candidates who have studied in foreign countries (outside India) and qualified in Medical P.G. Diploma in Clinical Courses, FRCS, MRCP, MRCS, FRACS & AB of concerned Specialty are also Eligible to apply for selection process to join in **POST DOCTORAL FELLOWSHIP IN MEDICAL SCIENCES** upon producing the following Certificates
  - 4.1.3.1 Equivalency Certificate issued by the National Medical Council, New Delhi.
  - 4.1.3.2 Registration Certificate issued by the National Medical Council, New Delhi.
  - 4.1.3.3 Migration Certificate issued from the University from where Post Graduate Degree was obtained.

**4.2 List of Post-Doctoral Fellowship Courses in Medical Sciences:**

COURSE	ELIGIBILITY	DURATION
<b>1. ANAESTHESIA</b>		
Paediatric Anaesthesia	M.D / D.N.B (Anaes)	One Year
Pain Medicine	M.D. / D.N.B (General Medicine / Anaesthesia / Paediatrics / Geriatrics / Radiology) M.D. (Physical Medicine) M.S / D.N.B (General Surgery / Obst. & Gynae / Orthopaedics / ENT)	Two Years



	D.M / D.N.B (Neurology / Medical Oncology) M.Ch., (Any Surgical Speciality) or Equivalent	
Cardiac Anaesthesia	M.D(Anaesthesia) / D.N.B. (Anaesthesia) or Equivalent	One Year
Neuro Anaesthesia	M.D(Anaesthesia) / D.N.B. (Anaesthesia) or Equivalent	One Year
Nerve Block and Pain Management	M.D(Anaesthesia) / D.N.B. (Anaesthesia) or Equivalent	One Year
Advanced Clinical Anaesthesia & Perioperative Medicine	M.D(Anaesthesia) / D.N.B. (Anaesthesia) or Equivalent	One Year
<b>2. CARDIOLOGY</b>		
Advanced Echocardiography	MD/DNB (Gen.Med&Paediatrics) / DM/DNB (Cardiology)	One Year
Paediatric Cardiology	D.M (Cardio) M.D (Paedia) / D.N.B (Cardio / Paedia)	One Year
Preventive Cardiology	D.M (Cardio) / M.D (Gen.Med) / D.N.B(Cardio/ Gen. Med.)	One Year



Clinical Cardiac Electro Physiology	D.M / DNB ( Cardio)	One Year
<b>3. CRITICAL CARE</b>		
Critical Care Medicine	MD/DNB Anaesthesia/General Medicine/ Pulmonary Medicine/ Emergency Medicine/MS/DNB General Surgery or Equivalent	Two Years
<b>4. COMMUNITY MEDICINE</b>		
Epidemiology and Outcome Research	M.D. (PSM) or Equivalent	One Year
<b>5. DERMATOLOGY</b>		
Cosmetology	M.D./DNB (Dermatology) M.Ch./DNB (Plastic Surgery) or Equivalent	One Year
Aesthetic Dermatology	M.D. / D.N.B (Dermatology) or Equivalent	One Year
Trichology	M.D. / D.N.B (Dermatology) or Equivalent	One Year
Paediatric Dermatology	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year



Advanced Medical Dermatology	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Dermatosurgery	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Dermatopathology	MD/DNB Dermatology, Venereology & Leprosy, Skin & VD, Pathology or Equivalent	One Year
<b>6. ENT</b>		
Implantation Otology	M.S / D.N.B (ENT) or Equivalent	One Year
Paediatric Otorhino laryngology	M.S / D.N.B (ENT) or Equivalent	One Year
Phono Surgery	M.S / D.N.B (ENT) or Equivalent	One Year
Rhinology	M.S / D.N.B (ENT) or Equivalent	Two Year
Audio Vestibular Diseases	M.S / D.N.B (ENT) or Equivalent	Two Year
Otology Encompassing Microscopic	M.S / D.N.B (ENT) or Equivalent	One Year
<b>7. GASTROENTEROLOGY</b>		
<b>7.1 MEDICAL GASTROENTEROLOGY</b>		
Advanced Gastro Intestinal Endoscopy	D.M (Medi.Gastro.Endo) / M.Ch.(Sug.Gastro.Endo)/D.N.B (Medi. Gastro. Endo. /Surg.Gastro.Endo.) or Equivalent.	One Year
Liver Diseases	D.M (Hepto / Medi. Gastro. Endo) DNB (Gastro / Hepato) or Equivalent	One Year



Liver Transplant and Hepatobiliary Anaesthesia	M.D.(Anaesthesia) / D.N.B (Anaes) or Equivalent	One Year
<b>7.2 SURGICAL GASTROENTEROLOGY</b>		
Hepatobiliary Surgery	M.Ch / D.N.B (Surg. Gastro) or Equivalent	One Year
Liver Transplantation	M.Ch / D.N.B (Surg. Gastro) or Equivalent	One Year
Esophageal Surgery	M.Ch / D.N.B (Surg. Gastro) or Equivalent	One Year
Colorectal Surgery	M.Ch / D.N.B (Surg. Gastro) M.S. / D.N.B (Gen. Surg) or Equivalent  With 2years of working experience in the department of colorectal Surgery*	One Year
<b>8. GENERAL SURGERY</b>		
Minimal Abdominal Access Surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	Two Years
Diabetic Foot Surgery or Podiatry Surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	One Year
Breast & endocrine surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	One Year
Colorectal surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	Two Years
Head & Neck Surgery including Microvascular Reconstructive Surgery	M.S / D.N.B (Gen.Surgery)/ENT or Equivalent	Two Years
Upper GI & Bariatric Surgery	M.S / D.N.B (Gen.Surgery) or MCh/DNB General Surgery	Two Years
Phlebology	M.S / D.N.B General Surgery/MD/DNB	One Year



	Dermatology/ Radiology	
Minimum Invasive Bariatric Metabolic Surgery	M.S / D.N.B (Gen.Surgery) or MCh/DNB General Surgery	One Year
<b>9. HAEMATOLOGY</b>		
Bone Marrow & Stem Cell Transplantation	DM/DNB Clinical Haematology / Medical Oncology or Equivalent	One Year
Clinical Haematology	MD/DNB General Medicine/Paediatrics/ MD Pathology/Transfusion Medicine or Equivalent	Two Years
Molecular Haematology	MD/DNB Pathology or Equivalent	Two Years
<b>10. HAPATOLOGY</b>		
Clinical Hepatology	MD/DNB General Medicine/Paediatricsor Equivalent	One Year
<b>11. MEDICINE</b>		
Toxicology	M.D. / D.N.B (Anesthesiology / Emergency Medicine/ Critical Care Medicine/Paediatric/ DTCD/ Family Medicine / Gen.Med / Forensic Medicine and Toxicology and Pharmacology ) or Equivalent	One Year
Palliative Medicine	M.D. / D.N.B (Gen.Med / Anaes / Paed / Geriatric) / M.D.(PMR) or Equivalent	One Year
Emergency Medicine	M.D. / D.N.B (Gen.Med, Anaesthesiology, Pulmonary Medicine) M.S. /DNB ( Gen.Sur,	One Year



	Orthopedics) or Equivalent	
Diabetology	M.D. / D.N.B (Gen.Med / Paed / Geriatric) or Equivalent	One Year
Microbial Medicine and Infections Control	M.D. (Gen.Med / Paed / Geriatric / Family Medicine) D.N.B (Gen.Med / Paed / Geriatric / Family Medicine) or Equivalent	Two Years
Sleep Medicine	M.D. / D.N.B (Gen.Med / Psychia) or Equivalent	One Year
Intensive Care	D.M.(Cardio) / M.D. (Gen.Med) DNB (Cardio / Gen.Med) or Equivalent	One Year
Clinical Genetics	MD/DNB in any subject, MS/DNB in Obstetrics and Gynaecology or Equivalent	Two Years
Geriatric Medicine	MD/DNB General Medicine/Family Medicine or Equivalent	One Year
Neurocritical Care	MD/DNB General Medicine/ Anaesthesia/Pulmonary Medicine/MCh Neurosurgery/DM Neurology or Equivalent	One Year
<b>12. NEPHROLOGY</b>		
Interventional Nephrology	DM/DNB Nephrology or Equivalent	6 Months
Renal Transplantation	DM/DNB Nephrology or Equivalent	One Year



**13. NEUROLOGY**

<b>Paediatric Neurology</b>	<b>MD/DNB Paediatrics or Equivalent</b>	<b>Two Years</b>
<b>14. NEUROSCIENCES</b>		
<b>Neuro Psychiatry</b>	<b>D.M (Neuro) / MD (Psychia) DNB (Neuro / Psychia) or Equivalent</b>	<b>One Year</b>
<b>15. NEUROSURGERY</b>		
<b>Neurosurgery Spine</b>	<b>MCh/DNB Neurosurgery completed within the last 5 year or Equivalent</b>	<b>One Year</b>
<b>Paediatric Neurosurgery</b>	<b>MCh/DNB Neurosurgery completed within the last 5 year or Equivalent</b>	<b>One Year</b>
<b>Skull Base Neurosurgery</b>	<b>MCh/DNB Neurosurgery completed within the last 5 year or Equivalent</b>	<b>One Year</b>
<b>16. OBSTETRICS &amp; GYNAECOLOGY</b>		
<b>Reproductive Medicine</b>	<b>M.S / M.D/ D.N.B (Obs&amp; Gynae**)/DGO ** One Year Work experience in Reproductive Medicine Post M.S / M.D.,/D.N.B (Obs&amp; Gynae) or Equivalent</b>	<b>Two Years</b>
<b>Fetal Medicine</b>	<b>M.S / M.D/ D.N.B (Obs&amp; Gynae**) M.D./D.N.B (Radio Diagnosis) **with 6 months of work experience in level 3 ultrasound or Equivalent</b>	<b>Two years</b>
<b>Endo Gynaecology</b>	<b>M.S / M.D/ D.N.B (Obs&amp; Gynae) With one year of work experience in Endo Gynaecology or Equivalent</b>	<b>One Year</b>



High Risk Pregnancy Care	M.S / M.D / D.N.B (Obs& Gynae) or Equivalent	One Year
Gynaec Oncology	MS/DNB Obstetrics &Gynaecologyor Equivalent	Two years
<b>17. OPHTHALMOLOGY</b>		
VitreoRetinal Surgery	M.S / D.N.B (Opthal) or Equivalent	One Year
Cornea	M.S / D.N.B (Opthal) or Equivalent	One Year
Oculoplasty	M.S / D.N.B (Opthal) or Equivalent	One Year
Glaucoma	M.S / D.N.B (Opthal) or Equivalent	One Year
Neuro Ophthalmology	M.S / D.N.B (Opthal) or Equivalent	One Year
Comprehensive Ophthalmology	M.S / D.N.B (Opthal) or Equivalent	One Year
UVEA	M.S / D.N.B (Opthal) or Equivalent	One Year
<b>18. ORTHOPAEDICS</b>		
Joint Replacement (Arthroplasty)	M.S / D.N.B (Ortho) or Equivalent	One Year
Orthopaedic Spine Surgery	M.S / D.N.B (Ortho) or Equivalent	Two Years



Paediatric Orthopaedics	M.S / D.N.B (Ortho) or Equivalent	Two Years
Orthopaedic Limb Reconstructive Surgery	M.S / D.N.B (Ortho) or Equivalent	One Year
Arthroscopy	M.S / D.N.B (Ortho) or Equivalent	One Year
Sports Medicine	M.S / D.N.B (Ortho) / M.D / D.N.B (PMR) or Equivalent	One Year
Hand and Reconstructive Microsurgery	M.Ch / D.N.B (Plastic. Surg), M.S. DNB (Ortho) or Equivalent	One Year
<b>19. PAEDIATRICS</b>		
Paediatric Nephrology	D.M (Nephro) / MD / DNB (Paed) or Equivalent	Two Years
Neonatal Intensive Care	M.D / D.N.B (Paed) or Equivalent	One Year
Paediatric Emergency Medicine	M.D/D.N.B (Paed) or Equivalent	One Year
Paediatric Intensive Care	M.D/D.N.B (Paed) or Equivalent	One Year
Paediatric Pulmonology	M.D/D.N.B (Paed) or Equivalent	One Year
Paediatric Neurology	D.M / D.N.B (Neuro) / M.D / D.N.B (Paed) or Equivalent	One Year
Paediatric Hepatology	M.D / D.N.B (Paed) or Equivalent	Two Years



Blood and Marrow Transplant (Adult & Paediatric)	D.M. / D.N.B (Hematology / Medical Oncology / Paed.Hemato Oncology) or Equivalent	One Year
Developmental Paediatrics	MD/DNB Paediatrics or Equivalent	Two Years
Paediatric Infectious Diseases	MD/DNB Paediatrics or Equivalent	Two Years
Neonatology	MD/DNB Paediatrics or Equivalent	One Year
Paediatric Hemato-Oncology	MD/DNB Paediatrics or Equivalent	Two Years
<b>20. PAEDIATRIC SURGERY</b>		
Paediatric Urology	M.Ch / D.N.B (Paed. Surg) or Equivalent	One Year
Paediatric Thoracic Surgery	M.Ch / D.N.B (Cardio.Thoracic / Paed.Surg) or Equivalent	One Year
Paediatric Surgical Oncology	M.Ch / D.N.B (Onco.Surg / Paed.Surg) or Equivalent	One Year
<b>21. PATHOLOGY</b>		
Cytogenetics	M.D / D.N.B (Anatomy / Path) or Equivalent	Two Years
Cyto – Pathology	M.D / D.N.B (Pathology) – with 2 years Post P.G. experience of which One year work experience in CytoPathology. or	One Year



	Equivalent	
<b>22. PSYCHIATRY</b>		
<b>Child &amp; Adolescent Psychiatry</b>	<b>MD / DNB Psychiatry or Equivalent</b>	<b>Two Years</b>
<b>23. RADIOLOGY</b>		
<b>Onco Radiology – Diagnostic</b>	<b>M.D / D.N.B (Radio) or Equivalent</b>	<b>One Year</b>
<b>Onco Radiology – Therapeutic</b>	<b>M.D / D.N.B (Radio. Therapy) or Equivalent</b>	<b>One Year</b>
<b>Nuclear Medicine</b>	<b>M.D / D.N.B (Radio. Therapy) / DNB (Nuclear Medicine) or Equivalent</b>	<b>One Year</b>
<b>Breast Imaging</b>	<b>M.D / D.N.B (Radio) or Equivalent</b>	<b>One Year</b>
<b>Musculo Skeletal Radiology</b>	<b>M.D / D.N.B (Radio) or Equivalent</b>	<b>Two Years</b>
<b>Neuro &amp; Vascular Interventional Radiology</b>	<b>M.D / D.N.B (Radio. Diag) or Equivalent</b>	<b>Two Years</b>
<b>Cardio Vascular Radiology</b>	<b>M.D / D.N.B (Radio) or Equivalent</b>	<b>One Year</b>
<b>Vascular and Interventional Radiology</b>	<b>M.D / D.N.B (Radio. Diag) or Equivalent</b>	<b>Two Years</b>
<b>Cross Sectional Imaging</b>	<b>MD/DNB Radiology or Equivalent</b>	<b>One Year</b>



Paediatric Radiology	MD/DNB Radiology or Equivalent	One Year
<b>24. RESPIRATORY MEDICINE</b>		
Allergy, Asthma & Immunology	MD/DNB Respiratory Medicine/ General Medicine/Paediatrics or Equivalent	Two Years
Pulmonology	MD/DNB Respiratory Medicine/ General Medicine or Equivalent	Two Years
<b>25. RHEUMATOLOGY</b>		
Advanced Arthritis, Rheumatism & Autoimmunity (formerly known as Clinical Immunology & Rheumatology)	MD/DNB General Medicine/Paediatrics or Equivalent	Two Years
<b>26. ONCOLOGY</b>		
Paediatric Haemato Oncology	D.M. / D.N.B (Oncology) M.D / DNB (Paed) or Equivalent	Two Years
Gynaec Oncology	M.S / D.N.B (Obs. & Gynae) D.M / DNB (Oncology) or Equivalent	Two Years
Onco Pathology	M.D(Patho) / DNB (Oncology) or Equivalent	One Year



**27. UROLOGY**

Endo – Urology	M.Ch / DNB (Uro) M.S / DNB (General Surgery) with 3 years of working experience in Endo Urology. or Equivalent	One Year
<b>28. FAMILY MEDICINE</b>		
Family Medicine	M.D./MS/DNB or Equivalent	One Year

**5. POST DOCTORAL FELLOWSHIP PROGRAM IN DENTAL SCIENCES:****5.1 Eligibility for Admission:**

**5.1.1** Candidates who have passed BDS/MDS from a Dental College/University recognized by Dental Council of India.

**5.1.2** Indian students who have studied in foreign countries and passed Dental Degree Course are eligible to join Fellowship in Dental implantology provided they produce the following Certificates.

- The Equivalency Certificate issued by the DCI/Government of India.
- Registration Certificate issued by the respective State Dental Council.

**5.1.3** Foreign nationals who have studied in foreign countries and passed Dental Degree courses are also eligible to join Fellowship in Dental implantology provided they produce the following Certificates.

- The Equivalency Certificate issued by the DCI/ Government of India.
- Temporary Registration Certificate issued by the Dental Council of India New Delhi

**5.2 List of Post-Doctoral Fellowship Programs in Dental Sciences:**

COURSE	ELIGIBILITY	DURATION
Fellowship Programme in Oral	BDS/MDS OR	One Year



implantology and Laser Dentistry	Equivalent from recognized institute	
Fellowship Programme in Contemporary Endodontics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Programme in Aesthetic Dentistry & Occlusion	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Programme in Forensic odontology.	BDS/MDS OR Equivalent from recognized institute	One Year
Advanced Fellowship Program in cosmetic surgery.	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Microdentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Asthetic Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year



Fellowship Course in Cleft Orthodontics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Clinical Research	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Comprehensive Cleft Care	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Craniofacial and Orthopaedics and Occlusion	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Craniofacial Trauma	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Genetics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Public Health	BDS/MDS OR Equivalent from recognized	One Year



	institute	
<b>Fellowship Course in Dental Rehabilitation under General Anaesthesia and Sedation</b>	BDS/MDS OR Equivalent from recognized institute	One Year
<b>Fellowship Course in Dental Rehabilitation of Pediatric Patients</b>	BDS/MDS OR Equivalent from recognized institute	One Year
<b>Fellowship Course in Geriatric Dental Medicine/Geriatric Dentistry</b>	BDS/MDS OR Equivalent from recognized institute	One Year
<b>Fellowship Course in Imaging in Dentistry</b>	BDS/MDS OR Equivalent from recognized institute	One Year
<b>Fellowship Course in Lingual Orthodontics</b>	BDS/MDS OR Equivalent from recognized institute	One Year
<b>Fellowship Course in Restorative Paediatric Dentistry</b>	BDS/MDS OR Equivalent from recognized institute	One Year



**6. POST DOCTORAL FELLOWSHIP PROGRAM IN NURSING:**

This program is designed to prepare registered nurses for advanced nursing fellowships in collaboration with the physician of concerned specialization.

**6.1 Eligibility for admission:**

6.1.1 Candidate who have passed B.Sc. Nursing / M.Sc. Nursing from a Nursing college / University recognized by Nursing Council of India

6.1.2 Minimum one year of work experience as on 1<sup>st</sup> September of the said year in any clinical area in the hospital or in the community.

6.1.3 A certificate of Medical Fitness from an authorized Medical officer.

**6.2 List of Fellowship Program in Nursing:**

COURSE	ELIGIBILITY	DURATION
Fellowship in Family Nurse Practice	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Haematology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Respiratory Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Paediatric Critical care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Cardiac care Nursing	B.Sc./M.Sc. Nursing OR	One Year



	Equivalent from recognized institute	
<b>Fellowship in Human Excellence in Health care</b>	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
<b>Fellowship in Lactation Nurse Practitioner</b>	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
<b>Fellowship in Oncology Nursing</b>	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
<b>Fellowship in Operation Room Nursing</b>	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
<b>Fellowship in Orthopedic &amp; Rehabilitation Nursing</b>	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
<b>Fellowship in Rehabilitation Nursing</b>	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year

## 7. POST DOCTORAL FELLOWSHIP PROGRAM IN PHYSIOTHERAPY:

### 7.1 Eligibility for Admission:

7.1.1 Candidate who have passed BPT / MPT from a physiotherapy college / University recognized by Physiotherapy council of India.

7.1.2 A certificate of Medical fitness from an authorized Medical Officer.



**7.2 List of Fellowship Program in Physiotherapy:**

<b>COURSE</b>	<b>ELIGIBILITY</b>	<b>DURATION</b>
Fellowship Course in Geriatric Physiotherapy Care	BPT/MPT  OR Equivalent from recognized institute	One Year
Fellowship Course in Intensive Care Physiotherapy	BPT/MPT  OR Equivalent from recognized institute	One Year
Fellowship Course in Oncology Physiotherapy	BPT/MPT  OR Equivalent from recognized institute	One Year
Fellowship Course in Orthopaedic Manual Physiotherapy	BPT/MPT  OR Equivalent from recognized institute	One Year
Fellowship Course in Paediatric Neurophysiotherapy	BPT/MPT  OR Equivalent from recognized institute	One Year
Fellowship Course in Rehabilitation Physiotherapy	BPT/MPT  OR Equivalent from recognized institute	One Year

**8. POST GRADUATE FELLOWSHIP IN OCCUPATIONAL THERAPY:****8.1 Eligibility for Admission:**

**8.1.1** Candidate who have passed BOT / MOT from a physiotherapy college /



University recognized by Academic Council of Occupational Therapy.

8.1.2 A certificate of Medical fitness from an authorized Medical Officer.

**8.2 Fellowship programme in Occupational therapy:**

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Rehabilitation Occupational Therapy	B.O.T./M.O.T. or Equivalent	One Year

**9. POST GRADUATE FELLOWSHIP IN ALLIED HEALTH AND HEALTH CARE:**

**9.1 Eligibility for Admission:**

9.1.1 Candidate who have passed MBBS/BAMS/BHMS/BUMS/BPT/BOT from a recognized institute.

9.1.2 A certificate of Medical fitness from an authorized Medical Officer.

**9.2 Fellowship programme in Allied Health and Health care:**

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Alternative medicine	MBBS/BAMS/BHMS/BUMS /BPT/BOT or equivalent	Two Year Plus 6 month residency.
Fellowship Course in Sustainable development, Environmental Auditing and Environmental Impact Assessment.	Graduate in Science/Medical/Dental/ Nursing or equivalent	Six Month/ One Year

**10. FELLOWSHIP IN OTHER FACULTY:**

The Criteria of admission, Eligibility, Duration of fellowship in other Faculty will be as per



University/Apex body Norms.

**11. AGE:**

AMALTAS UNIVERSITY, DEWAS has decided no minimum or maximum age limit fixed for admission into Post-Doctoral Fellowship Programme.

**12. ELIGIBILITY CERTIFICATE:**

Eligible candidates to pursue selection process for any Post-Doctoral Fellowship listed above shall obtain an "Eligibility Certificate" from AMALTAS UNIVERSITY, DEWAS by remitting the prescribed fees along with the application form and required documents. The application form shall be available on University website. Aspiring candidates for AMALTAS UNIVERSITY, DEWAS fellowship must check the eligibility criteria before filling the application form. Candidate who fill the application form without fulfilling the eligibility criteria will get their candidature rejected during selection process.

**13. SELECTION PROCESS:**

- 13.1 A written Examination based on MCQs in respective discipline (Total marks 80) will be conducted for eligible candidates. The exact date, time & Place will be intimated in due course of time through University website.
- 13.2 Candidates who secure 50% or more in written examination will be eligible for consideration for interview.
- 13.3 Interview will be held on date announced on university website. Interview will carry 20 marks to be based on clinical evaluation/ Laboratory testing. There is no cut off marks for the interview.
- 13.4 Eligible candidates have to attend the written exam followed by an interview & score good marks in order to get shortlisted.
- 13.5 The merit list of all shortlisted candidates for all the fellowship shall be prepared on the basis of combined marks of written test & interview.



**14. MIGRATION CERTIFICATE:**

Candidates who have obtained P.G. degree from any recognized University, within India, but outside the state of Madhya Pradesh will have to produce Migration Certificate from their qualifying University. No Objection Certificate issued by the National Board of Examinations, New Delhi, is equivalent to Migration Certificate.

**15. REGULATION OF THE UNIVERSITY FOR BREAK OF STUDY INTO POST-DOCTORAL FELLOWSHIP:**

- 15.1** Definition - "Break of study" means any absence for more than three months during the course of study. Three months for this purpose is a period of 90 days (Ninety days), to be recorded from the day one of absence irrespective of the number of days in one calendar month.
- 15.2** The Break of Study for a period of less than 90 days can be condoned by the Course Director and the Break of Study for a period of more than 90 days and less than one year has to be condoned by the University authorities.
- 15.3** Re- admission of the Break of Study- The Regulation for Readmission are as per the University's Regulation for Readmission.
- 15.4** The candidates having break period in the One year pretrainings shall complete the balance period of training before starting the 2<sup>nd</sup> year of study in the Post Doctoral Fellowship Programme (in case where duration of fellowship courses is two years).

**16. NUMBER OF EXAMINATION ATTEMPS FOR POST DOCTORAL FELLOWSHIP COURSE:**

The candidates of Post Doctoral Fellowship Courses (1 year duration) shall be allowed for a maximum of three attempts within a period of two years including the first appearance.

The candidates of Post Doctoral Fellowship Courses (2 Years duration) shall be allowed for a maximum of five attempts with a period of 4 years including the first appearance.

**17. ADMISSION:**

The admission for the Post Doctoral Fellowship Programme is twice in a year (i.e) 1<sup>st</sup> January and 1<sup>st</sup> July.



- Admission upto 31<sup>st</sup> January - 28<sup>th</sup> February is the last date for Registration.
- Admission upto 31<sup>st</sup> July - 31<sup>st</sup> August is the last date for Registration.

**18. COMMENCEMENT OF THE COURSE:**

The one/two years PostDoctoral Fellowship Programme will commence on 1<sup>st</sup> January & 1<sup>st</sup> July of every year and the candidates are expected to get registered with this University within 30 days of their selection / admission by the Affiliated Institutions (i.e. 28<sup>th</sup> February & 31<sup>st</sup> August)

**19. CURRICULUM:**

The Regulation, Guidelines, Curriculum and the Syllabus for the Post Doctoral Fellowship Programme prescribed in these regulations are subjected to modification by the Standing Academic Board/apex body from time to time.

**20. REGISTRATION:**

A Candidate admitted into POST DOCTORAL FELLOWSHIP PROGRAMME under any one of the listed fellowships of this University shall register his/her name with this University by submitting the prescribed application form for registration duly filled in, along with the prescribed fee and declaration in the format to the Controller of Examination of this University through the affiliated institution within 30 days from the cutoff date prescribed for admission. The application should have the date of admission into the course.

**21. SCHEME OF EXAMINATION:**

Commencement of examination for the PostDoctoral Fellowship Programme is on any day within the calendar month of January / July. The examination will be conducted with one internal examiner i.e. the course director who is the Convener of the examination and Two external Examiners of which One from Madhya Pradesh & One from Outside state. The maximum age limit for the examiner is 70.

**22. EXAMINATION PATTERN:**

There is No Theory examination for the PostDoctoral Fellowship Programme. The Institution must have periodical assessment on the performance of the students by maintaining a log book.

**23. ATTENDANCE:**

90% attendance is mandatory to become eligible to appear for the examination and will be certified by the Course Director.

**24. MINIMUM/MAXIMUM MARKS FOR PRACTICAL /CLINICAL /ORAL & INTERNAL ASSESSMENT:**



The Examination Pattern is as follows:

Exam	Maximum	Minimum
Practical Exam	100	50
Orals / Viva	100	50
Internal Assessment	100	50
Log Book	50	25

The log book will be assessed by examiners during the Clinical Examination. Paper Publication is mandatory and 25% of IA is for this.

#### 25. EXAMINATION:

- There is No Theory Examination. Only Clinical Examination & Viva will be conducted.
- A candidate who undergoes the PostDoctoral Fellowship Programme shall satisfy the required eligibility criteria to appear for the Examination.
- Minimum 10 and Maximum 20 OSCE Stations will be given for examination (Objective Structured Clinical Examination).
- Internal Assessment marks and attendance are to be submitted to the University one month before the Examination.
- The pattern of examination may vary from time to time as per UGC guidelines / apex body.

#### 26. STIPEND:

The University will not give any stipend to the candidates admitted for PostDoctoral Fellowship Courses.

#### 27. LOGBOOK:

The Log Book shall be verified by the Course Director periodically and should be submitted to the examiners at the time of practical examination for evaluation and only the marks to be sent to the University for result processing.

#### 28. PAPER PUBLICATION:

It is mandatory for Candidates to publish a paper in indexed journal during their fellowship



course as prescribed by University and it carries 25% of marks in the Internal Assessment.

#### **29. PROGRAMME DIRECTOR:**

Each speciality fellowship program shall have a program director with prescribed work & teaching experience.

The Programme Director should be responsible to monitor the following Academic activities.

- Journal Club
- C.M.E Programme
- Internal Assessment
- Hands on Training
- Knowledge about complications
- Regular academic sessions - 2 sessions per week
- Case discussions - One per week
- Seminars - One per month
- Audit - One per month
- CME - One per year
- Workshop - Two per year

The University website shall provide a contact list of program directors for all the post-doctoral fellowship as per rules of UGC/apex body.

#### **30. LEAVES:**

There's no Leaves for the students of PostDoctoral Fellowship Programme.

In addition the institution may conduct other fellowship courses of other Apex bodies.

**Note:** University may start other fellowship programmes for various other faculties after taking due approval of academic council on recommendation of respective boards.



**ORDINANCE No. 86****2-YEARS POST GRADUATE DIPLOMA IN MANAGEMENT  
(PGDM)**

- 1) **Title of the Degree – Post Graduate Diploma in Management (PGDM)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies/ School of Management Studies.**
- 3) **Course Applicability –**
  - 3.1) **Post Graduate Diploma in Management (PGDM) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Degree will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.**
- 4) **Course Name – PGDM**
  - 4.1) **Duration -Two years (Four semesters)- for Regular Course.**
  - 4.2) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

    - i) **Passed Bachelor Degree of minimum 3 years duration.**
    - ii) **Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade within the time limits issues by the government for admissions.

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**5) Admission Procedure –**

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

**6) Specialization Distribution–**

Admission to a particular stream/ specialization of PGDM Course/Programme shall be as decided by the University on the basis of either merit or counselling or personal interview.

**7) Intake–**

The Intake for each of these courses shall be decided by the University as per guideline of AICTE/ concerned regulatory body.

**8) Course Structure–**

The Course structure PGDM shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Maximum Duration of Completion of Course–**

A candidate has to complete the entire course of PGDM Degree ordinarily within a maximum period of Four years respectively from the session of admission. However, for any exceptional case the matter shall be decided by the Vice-Chancellor as per the provisions of relevant rules and regulations.

**10) Commencement–**

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**11) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the



students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**12) Medium of Instruction—**

The medium of instruction and examination shall be **English**.

**13) Attendance—**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**14) Examination—**

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

**15) Eligibility for Degree—Eligibility for Award of the PGDM Course.**

A student shall be declared to be eligible for award of the Course/Programme with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation &



Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable.

- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

**16) General Instruction—**

- i. The admission to all kinds of **PGDM** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 17) The various specializations in the **PGDM** programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business



Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, etc.

- 18) The list of various specializations of "PGDM" courses shall include the current courses/programme as well as proposed in future. However, all PGDM programmes with various specializations at present & in future shall run and governed through this ordinance.
- 19) These programmes are offered in regular mode by the **Faculty of Commerce & Management Studies/ School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) Any amendment in the policies/ NEP20 by government/ Regulatory Bodies will be followed by the university.



**ORDINANCE No. 87**  
**DIPLOMA IN BUSINESS MANAGEMENT**  
**1-YEAR DIPLOMA IN BUSINESS MANAGEMENT**  
**(CBCS Semester Mode)**

- 1) **Title of the Diploma – Diploma in Business Management**
- 2) **Name of Faculty / School – Faculty of Management & Commerce / School of Management Studies.**
- 3) **Course Applicability –**
  - 3.1) **Diploma in Business Management** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Diploma will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – Diploma in Business Management (DBM)**
  - 4.1) **Duration** - one year (two semesters).
  - 4.2) **Eligibility for Admission:**

**Candidate who have passed the duly recognized following examination:-**

    - i) Passed 10+2 examination or equivalent examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
    - Admissions shall be according to the criteria made by the Admission Committee of the university and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee constituted by Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats/Intake –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Course Structure –**

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of DBM ordinarily within a maximum period of Two years respectively from the session of first admission. However, for any exceptional case, the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**10) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. Each semester shall be spread over not less than 90 teaching days.

**11) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**12) Medium of Instruction –**

The medium of instruction and examination shall be English.

**13) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.



Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**14) Examination –**

- i. Examinations will consist of two components internal and external. Internal component will contain three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

**15) Eligibility for DBM – Eligibility for Award of the D.B.M.**

A student shall be declared to be eligible for award of the Diploma with various specializations if he/ she has:

- i. Registered and successfully completed internal & external components of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussions, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable..
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However, the award of the Division/Class shall be as per the recommendation of the concerned Board of Studies of the university.

**16) General Instruction –**

- i. The admission to all kinds of DBM Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- iii. For matters not covered in this specific ordinance, decision of the vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 17) The various specializations in the DBM programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster



Management, Security Service Management, Hotel Management, Accommodation Operations & Management, Agri-Business Management, Water Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship, etc.

- 18) The List of various specializations of "DBM" courses shall include the current courses/ programme as well as proposed in future. However, all DBM programmes with various specializations at present & in future shall run and be governed by this ordinance.
- 19) These programmes are offered in regular mode by the **Faculty of Management & Commerce / School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

20 Any amendments in NEP-20/ Direction of regulatory authorities or govt will be followed by the University.



**Ordinance No. 88**  
**Bachelor in Hotel Management and Catering Technology (BHMCT)**

1. **Title of the Degree:** Three/four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Hotel Management
3. **Course Name:** Bachelor in Hotel Management and Catering Technology (BHMCT)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system in any stream.
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.
6. **Admission Procedure:** Candidate seeking admission in BHMCT courses must have passed basic eligibility criteria i.e: 5+3+3+4(NEP-2020 system) or 10+2 (Old system) or any other state /central government Board equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body.
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years/six (6) semesters. Whereas that of undergraduate degree leading to honours/Research shall be of four (4) academic years/ eight (8) semesters. (Level 4 is optional)
  - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again.
  - (ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively: there shall be no such bar for non-collegiate (private) Students.





- 9. Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels in an ascending order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

**1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. If students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

**2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2 A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-2 :** If a student passes all the courses of Level 1&2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of Undergraduate Diploma in hand A diploma requires 80 credits with 40 credits in each of the two levels.

**3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1&2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

**Exit-3 :** If a student passes all the courses of Level 1 to 3 i.e. first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG. Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3. With 40 credits level 1, 40 credits at level 2. And 40 credits at level 3.

**4<sup>th</sup> year (Seventh & Eight Semester-Level 4-Optional)**



**Entry-4:** An individual seeking admission to a Bachelor's degree in honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits, the student becomes entitled to the UG Degree (honour's/Research) in the faculty of her/his Major Subject A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3, and 40 credits at level 4.

- 10. The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per the decided by the Board of Management of the University from time to time. Subject to approval by the concerned Regulatory Body. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 40% in internal and external exam separately for both theory and practical subject. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

- 11. Medium of instruction:** The Medium of Instruction during the Examination shall be English.

- 12. Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

- 13. Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)



**CREDIT SYSTEM (TABLE:1)**  
**(Qualification Type and Credit Requirements.)**

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the undergraduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 3	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 4(Optional)	Bachelor Degree in the faculty of the Major Subject (honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow.

- i. One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- ii. Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

14. For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- i. First division with honour's, where student score 75% or more marks.
- ii. First division, where student score 60% or more marks.
- iii. Second division, where students score 50% above but less than 60% marks.
- iv. If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.



**15. Types of Courses:** Course are the basic units of education and/or training. Types of course shall be as follow.

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- ii. **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
  - Discipline Specific Elective (DSE) Course.
  - Dissertation/Project

iii. **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

**16. Ability Enhancement Course. (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

**17. Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of studies of the University based on the curriculum issued by UGC or approval authority.

**18. General Instructions:**

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of AMALTAS University, regarding specific courses shall be applicable.
- iv. In other matters Board of Management of AMALTAS University, shall be competent to take any decision which shall be final.
- v. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

(As per the "Guidelines for Multiple Entry and Exit in Academic Programs offered in Higher Education Institutions" issued by UGC, New Delhi under National Education Policy 2020)



**ORDINANCE No. 89**  
**MASTER OF HOTEL MANAGEMENT & CATERING**  
**TECHNOLOGY (MHMCT)**  
**2 - YEAR POST GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Hotel Management & Catering Technology (MHMCT)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.**
- 3) **Course Applicability –**
  - 3.1) **2-Year, Master of Hotel Management & Catering Technology (MHMCT) Degree shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.**
  - 3.3) **The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Course Name – MHMCT- Full Time**
  - 4.1) **Duration -Two years (Four semesters).**
  - 4.2) **Eligibility for Admission :**  
**Candidate who have passed the duly recognized following examination:-**
    - i) **Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree.**
    - ii) **Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**  
**The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examination results of**



various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

**6) Branch Distribution—**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**7) Intake—**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Course Structure—**

The Course structure of MHMCT shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Duration & Commencement –**

- i. Scheduled period for the completion of MHMCT Program is 2 year.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.

**10) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium Of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**12) Attendance—**



- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

### 13) Examination—

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

### 14) Eligibility for Degree—Eligibility for Award of the MHMCT Degree

A student shall be declared eligible for award of the MHMCT Degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- vi. No disciplinary action is pending against him/her.

### 15) General Instruction—

- i. The admission to all kind & modes of MHMCT Course shall be governed in accordance and provisions with the Rules/Directives of UGC/AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of **“Amaltas” University, Dewas**, regarding specific courses shall be applicable. In other matters Board of Management of **“Amaltas” University** shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/Discipline of **MHMCT** course shall include the current courses/programme as well as those proposed in future. However, all **MHMCT** course with various Branches/Discipline shall run and governed through this ordinance.
- 17) In future, more branches/specializations/courses/programmes of **MHMCT** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.



**Ordinance No. 90**  
**Bachelor of Technology (B.Tech)**

The Faculty of Engineering and Technology shall offer Under Graduate Programs in different branches of Engineering as per details given below:

1. **Title of the Degree** : Bachelor of Technology (B.Tech.)
2. **Name of Faculty** : Faculty of Engineering and Technology
3. **Course Name** : Bachelor of Technology (B.Tech.)
4. **Duration of the Course** : 4 years (8 semesters)

In following subjects:

Food Technology, Biotechnology, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electrical and Electronics Engineering, Industrial Engineering, Mechanical Engineering, Control Engineering, Power System Engineering, Production Engineering, Environmental Engineering, Fire Technology and Safety, Nano-Technology, Information Technology, Automobile Engineering, Electronics Engineering, Electronics and Instrumentation Engineering, Electronics and Communication Engineering, Industrial Engineering Management, Textile Engineering, Agriculture engineering, Machine learning, Artificial engineering, Aeronautical Engineering, Marine Engineering, Data Mining, Energy Engineering, Chemical Engineering, Bio-Medical Engineering, Mechatronics.

1. The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
2. The medium of instructions and examinations shall be English throughout the course of studies.
3. All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.
4. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.
5. The minimum duration to complete the course shall be that of Four (4) years and maximum up to Seven (7) years.
6. **Admission:**

The eligibility for admission to the first year of B.E. / B.Tech. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may



be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

In addition to above, the University will admit candidates directly in the second year i.e. third semester (lateral entry) of the B.E. / B.Tech. courses in accordance with the policies and norms of the State Government as applicable to the candidates who have passed the Diploma Course in related branches of Engineering from M.P. Board of Technical Education, Bhopal or duly recognised and equivalent from elsewhere.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP.

## 7. The Teaching Scheme:

- The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by board of study of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Engineering Students with the expected Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Under Graduate Studies, from First Semester to Eighth Semester, full care should be taken to see that the students after graduating from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The Syllabi of the First and Second Semesters shall be capable of strengthening the fundamental concepts in Physics, Chemistry, Mathematics, and Communication skill, Social Studies, Environmental Engineering and Core Engineering such as Electrical, Mechanical, Civil etc.

Students in Second Year and onwards have to study the courses pertaining to their respective branches of Engineering. Therefore, the Syllabi from Third to Sixth Semester should be designed and taught in such a manner that they learn the fundamentals and gather in-depth knowledge of their respective disciplines.



The last two semesters of the Final Year i.e. Seventh and Eighth semesters of studies are very crucial for the students as they get matured and start understanding the Technology. They need to gather more knowledge in their branches so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments, Government of India Undertakings, National and Multinational companies. Keeping this requirement in mind, Seminars, Projects and Elective are being introduced in these semesters. The syllabus of the electives should be prepared in consultations with the academicians from IITs, NITs and / or professionals from industries.

**8. Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

**9. Intake:**

The Intake for each of these courses shall be decided by the University from time to time. Taking care of the intake as per norms of the concerned regulatory body.

**10. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**11. Course Structure:**

The Course structure of degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

**12. Medium of Instructions and Examination:**

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**13. Eligibility for Award of the Degree:**

- i. A student shall be declared to be eligible for award of the Degree if he has:
- ii. Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

**14. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.



**15. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of Degree ordinarily within a maximum period of 7 years.

**16. General Instructions:**

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.



**Ordinance No. 91**  
**Master of Technology (M.Tech.)**

The Faculty of Engineering shall offer Post Graduate Programs in different specializations of Engineering as per details given below:

1. **Title of the Degree** : Master of Technology (M.Tech.)
2. **Name of Faculty** : Faculty of Engineering and Technology
3. **Course Name** : Master of Technology (M.Tech.)
4. **Duration of the Course** : 2 years (4 semesters)

In following subjects and Specialization:

Agricultural Engineering, Food Technology, Biotechnology, Bioinformatics, Biometrics and Cyber Security, Civil Engineering, Structural Engineering, Building and Construction Technology, Construction Technology, Environmental Engineering, Transportation Engineering, Computer Aided Structural Analysis and Design, Construction Engineering, Construction Technology and Management, Highway Engineering, Computer Applications, Computer Science and Engineering, Computer Networks and Information Security, Networking, Software Engineering, Electrical Engineering, Electrical and Electronics Engineering, Control Engineering, Power System Engineering, Control Systems, High Voltage and Power Systems Engineering, Power Electronics, Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Nano-Technology, Communication Engineering, Digital Communication, Digital Instrumentation, Microwave Engineering, VLSI and Embedded Systems Design, Information Technology, Cyber Security, Web Technology, Web Engineering, Cloud Computing, Automobile Engineering, Fire Technology and Safety, Industrial Engineering, Mechanical Engineering, Production Engineering, CAD / CAM / CAE, Design Engineering, Design of Mechanical Systems, Heat and Power, Industrial Design, Industrial Engineering and Management, Machine Design, Product Design, Production and Industrial Engineering, Thermal Engineering, Textile Engineering, Aeronautical Engineering, Marine Engineering, Energy Engineering, Chemical Engineering, Bio-Medical Engineering, Mechatronics, Highway Engineering, Opto Electronics

5. The University shall offer above courses as per guidelines of the All India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
6. The medium of instructions and examinations shall be English throughout the course of studies.
7. The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.



8. The minimum duration to complete the course shall be that of Two (2) years and maximum up to Five (5) years.

**9. Admission:**

The eligibility for admission to the first year of M.E / M.Tech. Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority /EWS communities shall be as per the policy laid down by Central government / State government of MP.

**10. The Teaching Scheme:**

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by board of studies of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Engineering Students with the expected Post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The University shall follow the UGC / AICTE guidelines and adopt the choice based credit system.

While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognised by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.

The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in respective disciplines of Engineering. The final year shall be specialized with Elective Courses, Seminar and Project Dissertation.



**11. Branch Distribution:**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling / personal interview

**12. Intake:**

The Intake for each of these courses shall be decided by the University from time to time. taking care of the intake as per norms of the concerned regulatory body.

**13. Academic Session:**

There shall be one academic cycle for these courses every year as decided by the University.

**14. Course Structure:**

The Course structure of Degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

**15. Medium of Instructions and Examination:**

The medium of instructions and examination shall be English, All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance – 4 shall be applicable in the current ordinance.

**16. Eligibility for Award of the Degree:**

- i. A student shall be declared to be eligible for award of the Degree if he has:
- ii. Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

**17. Attendance Requirement:**



A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**18. Maximum Duration of Completion of Course:**

A candidate has to complete the entire course of degree ordinarily within a maximum period of Five years.

**19. General Instructions:**

- i. All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.
- ii. The admission to all kinds & mode of degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/ NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- iii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iv. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- vi. The above courses shall run on all possible modes of imparting education including the one through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- vii. In future, more Branches Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centres / Institutes located in university campus.



**Ordinance No. 92****BACHELOR OF TECHNOLOGY + MASTER OF TECHNOLOGY  
(B.TECH. + M.Tech. ) INTEGRATED DUAL DEGREE PROGRAM (I.D.P)**

All the rules/regulation/changed define or suggest by Central government/State government/UGC/regularity commission/related authority in new education policy shall be applicable in all the ordinance of AMALTAS University, Dewas.

The Faculty of Engineering shall offer dual degree program in different branches of Engineering and management as per details given below:

<b>Title of the Degree</b>	<b>:BACHELOR OF TECHNOLOGY + MASTER OF TECHNOLOGY (B.TECH. + M.Tech. )</b>
<b>Name of Faculty</b>	<b>: Faculty of Engineering</b>
<b>Course Name</b>	<b>:INTEGRATED DUAL DEGREE</b>
<b>Duration of the Course</b>	<b>: 5 years (10 semesters)</b>

<b>S.No</b>	<b>UGProgram</b>	<b>PGProgram</b>
		<b><i>M.Tech.(Specialization)</i></b>
1)	B.Tech.inElectronics&CommunicationEngineering	M.Tech.(Communications& Signal Processing)
2)	B.Tech.inComputerScience&Engineering	M.Tech.(ComputerScience)
3)	B.Tech.inElectrical&ElectronicsEngineering	M.Tech. (PowerElectronics)
4)	B.Tech.inMechanicalEngineering	M.Tech.(ManufacturingSystems)
5)	B.Tech.inCivilEngineering	M.Tech.(Structural Engineering)

- The University shall offer above courses as per guidelines of the All-India Council for Technical Education (AICTE) / University Grants Commission (UGC) / State Govt. of MP / Central Govt. issued from time to time.
- All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described in Ordinance shall be applicable in the current ordinance.
- The Teaching and Examination Scheme shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified, hereunder and elsewhere.



- (d) The minimum duration to complete the course shall be that of Five (5) years and maximum up to Eight (8) years.

(e) **Admission:**

The eligibility for admission to the first year of Dual degree. The Courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or at National level. In addition, the University shall follow all the guidelines as given by the State / Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

In addition to above, the University will admit candidates directly in the second year i.e. third semester (lateral entry) of the dual. courses in accordance with the policies and norms of the State Government as applicable to the candidates who have passed the Diploma Course in related branches of Engineering from duly recognised and equivalent from elsewhere.

Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP.

The reservations for SC / ST / OBC (excluding creamy layer) / Minority /EWS communities shall be as per the policy laid down by Central government / State government of MP.

(f) **The Teaching Scheme:**

The detailed Teaching Scheme and the Syllabus of the different subjects of courses shall be prepared by board of studies of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the students with the expected post Graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively. The University shall follow the UGC / AICTE guidelines and adopt the choice-based credit system.

(g) **The Examination Scheme:**

All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described



in Ordinance-4 shall be applicable in the current ordinance.

**(h) Specialization Distribution:**

Admission to a particular stream specialization of dual degree Programme, it 'any. shall be as decided by the University on the basis of either merit or counselling or personal interviews.

**(i) Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

**(j) Academic cycle / year:**

There will be 5 (4 for lateral entry) academic years (10 semester) cycles for these courses every year like Summer & Winter.

**(k) Course Structure:**

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

**(l) dual Degree Eligibility for Degree: Eligibility for Award of the**

- i. A student shall be declared to be eligible for award of the dual Degree with various specializations if he has:
- ii. Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lib classes / practical. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation! Thesis and other Assignments etc. whichever applicable.
- iii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- iv. Earned the specified credits in all the categories of subjects as applicable;
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- vi. No disciplinary action is pending against him.

**(m) Attendance Requirement:**



A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

(n)

**General Instructions:**

- a. The admission to all kinds & modes of Post Degree Courses shall be governed accordance and provisions of the Rules! Directives of UGC / NCTE relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- b. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- c. For matters not covered in this specific ordinance, General Rules and Regulations of University, regarding specific courses shall be applicable.
- d. In other matters Board of Management of University be competent to take any decision which shall be final.
- e. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.
- f. The programmes listed under Ordinance will be introduced with the recommendations of Board of Studies.
- g. In future, more branches / specializations / courses / programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned.



**Ordinance No. 93**  
**Bachelor of Design (B.Des.)**

- |    |                                  |  |
|----|----------------------------------|--|
| 1. | <b>Title of the Degree</b>       | <b>: Bachelor of Design (B.Des.)</b>       |
| 2. | <b>Name of Faculty</b>           | <b>: Faculty of Fine Arts &amp; Design</b> |
| 3. | <b>Course Name</b>               | <b>: Bachelor of Design</b>                |
| 3. | <b>Duration of the Course</b>    | <b>: Four Year (Eight semesters)</b>       |
| 4. | <b>Eligibility for Admission</b> | <b>:</b>                                   |

Candidate who have passed duly recognized following examination:-  
Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

- i. H.S.C. Vocational Examination by any recognized Central/State Board

Or

- ii. Senior Secondary School Examination conducted by the National/any State Open schooling with a minimum of five subjects of relevant and required fields.

Or

- iii. Any Public School/ Board /University examination in India or in any foreign country recognized as equivalent to 10+2

Or

- iv. General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced(A) Level

Or

- v. Any other examination equivalent to 10+2 by Central/State Government

And

Candidate should have secured at least 45% (40% for reserved categories) marks in aggregate or equivalent Grade in their qualifying examination. Subject to the condition that requirement of minimum obtained % shall be as per the norms of UGC or other regulatory bodies (if Applicable)

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

6. **Eligibility for Admission to NRI /other privileged Candidates:-**  
Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.



7. **Admission Procedure:**  
The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC or other Regulatory Bodies (if Applicable) from time to time.
8. **Intake:**  
The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.
9. **Academic cycle/ year:**  
There will be one/ two academic cycle for these courses every year like summer (July) & winter (January) as decided by the University.
10. **Entry and Exit System**  
To enable multiple entry and exit points in the academic programme, qualifications such as University degree shall be organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honors/Research) qualification (Table-1).

Table -1: Qualification Type and Credit Requirements

Levels	Qualification title	Credit required
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year on two semesters of the under graduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
Level 8	Bachelor Degree in the faculty of the Major Subject (Honors/Research) (Programme duration Four years of eight semesters)	160

11. **Credit System**  
The credits will be awarded by the University. The credit can be calculated as follows.
- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.



Credits for internship shall be one credit per week of training. Subject to a maximum of six credits in a semester.

## 12. Course Structure

Types of courses shall be as follows:

**12.1 Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme

**12.2 Elective Course :** Generally, a course which the student can choose from a pool of courses, which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/domain to nurture the candidate's proficiency or skill is called an Elective Course.

### 12.2.1 Discipline Specific Elective (DSE) Course:

Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective the University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)

### 12.2.2 Dissertation/Project

An elective course designed to acquire special/advance knowledge, such as supplement study/support study to a project work, and student studies such a course independently with advisory support by a teacher/faculty member is called dissertation/project. It is considered a special course involving the application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem for a bachelor degree with honors/research A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

### 12.3 Generic Elective (GE) Course

An elective course chosen generally from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective course.

### 12.4 Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types

- **Ability Enhancement Compulsory Courses (AECC)**
  - **Skill Enhancement Courses (SEC) or Vocational Courses**
- “AECC” courses are the courses based upon the content that leads to knowledge enhancement, such as,
- Environmental Education
  - English/Hindi Communication is mandatory for all disciplines.
- “SEC” courses are value based/skill-based to enhance skills of the Major Subject They are aimed to provide hands on training competencies, skills, etc

The syllabus for a specific programme will be decided by the concerned Board of studies of the University/Autonomous College based on the curriculum issued by the UGC under LOCF with maximum deviation of 20%.



## 13. Passing Standards

Level	Semester	Minimum Credit Requirement					
		Disciplinary Elective	Minor subject	Generic Elective	*Ability Enhancement	Vocational	Field/ Internship
Degree	Fifth	6	4	4	4	-	-
	Sixth	6	4	-	4	4	4

Percentage: For passing a semester examination and for promotion to the next semester (from 1st to 8th Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of Theory and Practical Examinations including dissertation / thesis / project work (wherever applicable) The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- First division with honor, where student score 75 % or more marks
- First division, where student score 60% or more marks
- Second division, where student score 50% above but less than 60 % marks

## 14. Medium of Instruction &amp; Examination: -

The Medium of Instruction during the Examination shall be English/ Hindi.

## 15. Examination: -

Examination will be conducted as per Ordinances 4 of University as per the Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit / credit system as recommended by Board of Studies from time to time.

## 16 Attendance Requirement:

A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

## 17 General Instructions: -

- For matters not covered in this specific ordinance, general rules and regulations of - University, regarding specific courses shall be applicable. In other matters Board of Management of University shall be competent to take any decision which shall be final.
- Other guidelines as described in NEP 2020 shall be followed.



**Ordinance No. 94****TWO YEARS (4 SEMESTER) MASTERS DEGREE (M.F.M.) IN FASHION MANAGEMENT**

- 1- **Title of the Degree:-** M.F.M.(Masters in Fashion Management)
- 2- **Course & Faculty**
  - 2.1- This ordinance shall be applicable to the Masters of Fashion Management (abbreviated M.F.M.) an postgraduate or master's degree in Fashion Management of two years (4 Semester) duration. This course shall be run on Semester pattern system.
  - 2.2- This course shall be run by the Faculty of Management.
- 3- **Duration**
  - 3.1- The Duration of the Degree of Masters Fashion Management (M.F.M.) shall comprise a course of study spread over a period of two academic years (4 Semester) and candidate will have to be a full time student.
- 4- **Intake & Fees**
  - 4.1- The intake shall be decided by the Board of Management of the University. Multiple classes can be setup as per the approval granted from the respective authority.
  - 4.2- The fees of the courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 5- **Eligibility**
  - 5.1- Candidates who have passed duly recognized following examination:-
    - 5.1.1- Candidate should be a graduate in any discipline with at least 50% (45% for reserved categories) marks in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent or any Open University. However, the graduate degree should be with minimum three years study after passing (10+2) class examination of (10+2) scheme or equivalent (10+2+3) year system or any equivalent examination.
  - OR**
  - 5.1.2- The candidate should possess professional/Technical Degree in any field like Engineering, Technology, Information Technology, Medical Science, veterinary Science, Agriculture Science, Pharmacy, Law etc. with at least 50% (45% for reserved categories) marks in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent.
  - OR**
  - 5.1.3- Associate membership of any professional bodies which is recognized by the University as equivalent to any UG or PG Degree with at least 50% (45% for reserved categories) marks in aggregate or equivalent grade.
  - 5.1.4- Note: However, candidate who is appearing or has appeared for final year/semester of any degree/ qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
  - 5.2- **Eligibility for Admission to NRI /other privileged Candidates:**



- 5.2.1- Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.
- 6- **Admission Procedure**
- 6.1- **Admission under this courses will be made as follows:**
- 6.1.1- The University will Issue admission notifications in news-papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.1.2- List of candidates provisionally selected for admission /shortlisted based on merit/ Entrance Examination marks will be displayed on the notice board of the University/ University's website or the students will be informed directly of their admission after the last date of application.
- 6.1.3- The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates as a proof for required eligibility criteria before the due date failing which the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.1.4- If a candidate admitted provisionally could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.1.5- The application form may be rejected due to any of the following reasons: a.  
The candidate does not fulfill the eligibility conditions  
b. The prescribed fees are not enclosed.  
c. The application form is not signed by the candidate and his/her parent guardian, wherever required.  
d. Supporting documents for admission are not enclosed.
- 6.1.6- Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.1.7- Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 7- **Academic Cycle/Year**
- 7.1- There will be one / two academic cycle for these courses every year like summer & winter as decided by the University/Department.
- 8- **Medium of Instructions and Examinations**
- 8.1- The medium of instructions and examinations shall be English.
- 9- **Attendance Requirement:**
- 9.1- A candidate must have at least 75% attendance. Provided that in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- 10- **Course Structure**
- 10.1- a) Such courses (papers) as prescribed by the University.  
b) Such job assignments, internship, projects etc. as may be prescribed by the University/Department.  
c) Such scheme of examination as prescribed by the University/Department from time to time.  
d) It will also include co-curricular and extra-curricular activities as prescribed from time to time by the university/Department. The M.F.M. course in semester pattern shall consist of:
- 10.2- The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic



council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.

#### 11- Examination Scheme

11.1- No candidate shall be allowed to take the Examination unless one has:

- a) Attended at least 75% of lectures / practical delivered. b) Paid all the fees due
- c) Obtained 'No Dues' certificate from the concerned Department/college.
- d) Submitted the job internship certificate / Project Report as notified by the Director/Head/ Principal.
- e) Received in-plant training as prescribed by the Director/ Head/ Principal. Clause (a) above shall not be applicable to Ex-student candidates

#### 12- Allocation of Division

12.1- Division shall be awarded only after the second and final year (Fourth Semester) examination, based on integrated performance of the candidate for all the two years (4 Semester). The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

12.2- If candidate passes all examinations in single attempt and secures 75% or more in aggregate marks he/she shall be placed in the First Division with Honours.

12.3- If candidate passes all examinations and secures aggregate marks of 60% or more but less than 75% OR greater than or equal to 75% after back in any examination, he/she shall be placed in First Division.

12.4- If candidate passes all examinations and secures aggregate marks of 50% or more but less than 60%, he/she shall be placed in Second Division.

12.5- Kulpati Grace of one mark will be given for Pass/ATKT In each semester and for improvement in division in final semester.

Note:-(i) No third division shall be awarded.

#### 13- Merit Lists

13.1- Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. fourth semester (second year) from amongst the candidates who have cleared their all respective semester/annual examination, including internal assessment uninterrupted at a stretch without any back/drop/break etc

#### 14- Maximum Duration of Completion of Course

14.1- A candidate has to complete the entire programme of post graduate degree within a maximum period of Four years from the session of his/her first admission in the concern programme.

#### 15- Examination Centers

15.1- The Entrance Examination and the Semester/Annual term examination center(s) will be notified by the university.

#### 16- General

16.1- The admission to the Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

16.2- In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.



- 16.3- However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.4- In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. The above course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 16.5- This programme is offered by the Faculty of Management recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 16.6- In future, more branches/ specializations/ courses/ programmes of can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 16.7- The University shall also offer more number of two years Master's degree programmes with the various specialization titles under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 16.8- In case of any dispute the matter shall be decided under the Jurisdiction of District Court, Indore M.P.
- 16.9- Reservation of seats for SC/ST/OBC as per the Norms.
- 17- If any changes are made by UGC/ Statutory Body/ Council / MP Govt. / Any Court Order / University with respect to examination pattern, course duration, Course group, etc. or changes made as per New Education Policy 2021 or for any other reason than these changes will automatically be implemented superseding the above Ordinance with the approval of academic council.

This Ordinance shall be applicable to M.F.M.& all others two years (4 Semester) Master's Degree in specialized streams of Fashion Designing & Technology, Fashion Management except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO 95.****BACHELOR OF SCIENCE (HONOURS) IN AGRICULTURE  
B.Sc. (Hons.) Agriculture****4-YEARS BACHELOR DEGREE PROGRAM**

- 1) **Title of the Degree:** Bachelor of Science in Agriculture B.Sc. (Hons.) Agriculture
- 2) **Name of Faculty / School:** Faculty of Basic & Applied Science / School of Agricultural Science.
- 3) **General:** The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC, Bhopal and Government of M.P.
- 4) **Eligibility Criteria :**  
**Qualifying Exam:** Candidate must have passed his/her 10+2 level examinations from a recognized Board or University.  
**Qualifying Subjects:** Candidate must have passed his 10+2 level examination with mandatory subjects of Physics and Chemistry with any one of Agriculture, Forestry, Biology or Mathematics subjects.  
**Appearing:** Candidates appearing in the 10+2 level examination can also apply.  
**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination.
- 5) **Admission Procedure:**  
A candidate shall be considered for admission to above degree program, if he/she is physically fit to carry out field work related to agricultural activities. The eligibility for admission to the first year of the courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time or by the University Academic Council.
- 6) **Number of Seats:**  
Number of seats will be as per the approval of MPPURC Bhopal MP



**7) Academic Year & Registration:**

Academic Year shall be normally from July to June of the following calendar year otherwise required under special situations. It shall be divided into two academic terms known as semesters. Dates of registration, commencement of instructions, semester end examination, end of semester and academic year, etc. will be based on academic calendar. The Academic Calendar shall be developed by the concerned University from time to time and notified accordingly by the Registrar in advance.

- An orientation program shall be organized by the Dean of the college for the benefit of the newly admitted students immediately after commencement of the semester.

- On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/ Semester Calendar or specifically notified separately. Every enrolled student shall be required to register at the beginning of each semester till the completion of his / her Degree Program.

**8) Duration & Commencement:**

- Scheduled period for the completion of B.Sc.(Hons.) Agriculture Program is four years(Eight Semesters).
- Maximum duration for B.Sc. (Hons.) Agriculture Program completion is six years (Twelve Semesters) or as per ICAR New Delhi's norms.
- Each Academic year shall comprise of two semesters.

**9) Course Structure:**

Course structure shall be as per the guidelines/ norms of the ICAR 5<sup>th</sup> Dean's Committee Report, Agricultural Education Division, Indian Council of Agricultural Research, New Delhi, duly approved by the University Academic Council.

**10) Teaching Scheme:**

The teaching scheme, syllabus of the different subjects of courses, RAWE and experiential learning programs shall be strictly as per the ICAR 5<sup>th</sup> Dean's Committee Report, Agricultural Education Division, Indian Council of Agricultural Research, New Delhi.

**11) Medium of Instruction:**

The medium of instructions and examinations shall be in English throughout the course of studies.



**12) Examination:**

The scheme of examination and all the rules and regulations as applicable for the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. will be in accordance with the ICAR 5<sup>th</sup> Dean's Committee Report, Agricultural Education Division, Indian Council of Agricultural Research, New Delhi. University will apply to Indian Council of Agricultural Research, New Delhi for accreditation of **B.Sc. (Hons.) Agriculture degree program.**



**ORDINANCE NO. 96**  
**MASTER OF SCIENCE IN AGRICULTURE & ALLIED SCIENCES**  
**2-YEARS POST GRADUATE DEGREE**

- 1) Post Graduate Degree- Master of Science in Agriculture & Allied Sciences**
- 2) Name of Faculty / School - Faculty of Basic & Applied Science / School of Agricultural Science.**
- 3) Post Graduate Degree program in Agriculture & Allied Sciences:**  
Master Degree Program in the subjects: Genetics & Plant Breeding, Seed Science & Technology, Entomology, Plant Pathology, Agronomy, Soil Science, Agricultural Economics, Agricultural Extension Education, Molecular Biology & Biotechnology & Plant Physiology. The Nomenclature of Post Graduate Degree programme will be as per the Restructured & Revised Syllabi of Post-Graduate Program, Education Division, Indian Council of Agricultural Research, New Delhi.
- 4) Academic Year & Registration:**  
Academic year shall be normally from July to June of the following calendar year otherwise required under special situations. It shall be divided into two academic terms known as semesters. Dates of registration, commencement of instructions, semester end examination, end of semester and academic year, etc. will be based on academic calendar. The Academic Calendar shall be developed by the concerned University from time to time and notified accordingly by the Registrar in advance.
  - An orientation program shall be organized by the Director (Education)/ Dean PGS for the benefit of the newly admitted students immediately after commencement of the semester.
  - On successful completion of a semester, the continuing students shall register for subsequent semester on the date specified in the Academic/ Semester Calendar or specifically notified separately. Every enrolled student shall be



required to register at the beginning of each semester till the completion of his/her Degree Program.

**5) Eligibility and Duration of Degree Program:**

S No	Programme	Minimum duration (semesters)	Degree	Eligibility		
				%	OGPA in 10-point scale	OCGA in 4-point scale
1	Genetics & Plant Breeding	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74
2	Seed Science & Technology	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74
3	Entomology	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74
4	Plant Pathology	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74
5	Agronomy	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
6	Soil Science	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74

12.1



		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74
7	Agril Economics	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
8	Agril. Extension	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
9	Molecular Biology & Biotechnology	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
		4	B. Sc. (Agril. Biotechnology)	60	6.00	2.74
		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74
10	Plant Physiology	4	B. Sc. (Ag) / B. Sc. (Hons.) Agriculture	60	6.00	2.74
		4	B. Sc. (Hort.) / B. Sc. (Hons.) Horticulture	60	6.00	2.74
		5	B. Sc. (For.) / B. Sc. (Hons.) Forestry	60	6.00	2.74

OGPA = Overall Grade Point Average and OCGA = Overall Credit Grade Average  
5.50/10 or equivalent percentage of marks for SC/ST/PH category candidates  
for admission to M. Sc. (Agril.) degree program.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**6) Age and Nationality:**

Indian National having the age not below 19 years is eligible to apply for admission. No relaxation is admissible regarding the minimum age.



**7) Mode of selection:**

Admission committee will be constituted by University Academic Council for each academic year. The candidate under each category will be selected for admission on the basis of merit list prepared by the Admission Committee.

**8) Availability of seats:**

Number of seats will be as per the approval of MPPURC Bhopal MP

**9) Medium of Instructions:**

The medium of instructions shall be English in all PG Programs.

**10) Deficiency courses:**

Candidates having B. SC. (Forestry) degree will be required to study deficiency courses for one semester extra in order to become eligible for the post graduate degree program.

**11) Specific Guidelines:**

The credit requirements, frame work of the courses, supporting courses, syllabus of common courses for PG programs, mandatory requirements of seminars, residential requirements, evaluation of course work & comprehensive examinations, advisory system, evaluation of research work and prevention of plagiarism, Compliance with the National Education Policy-2020, definitions of academic terms will be followed from Restructured & Revised Syllabi of Post-graduate Programmes, Education Division, Indian Council of Agricultural Research, New Delhi.



**Ordinance No.97**  
**ORDINANCE PERTAINING TO DOCTOR OF LETTERS/SCIENCE/LAWS**

**1. INTRODUCTION:**

1.1 These Ordinances shall be called the Doctor of Science (D. Sc.)/ Doctor of Letters (D. Litt.)/ Doctor of Laws (LL.D.).

1.2 The degree of D. Sc./ D. Litt./LL.D. shall be conferred on the candidates who fulfill the requirements as specified in these ordinances.

1.3 The degrees assigned to various faculties are as detailed below.

1.3.1 D.Litt.: Arts, Humanities and Social Sciences, Education, Commerce, Management, Yoga and Physical Education.

1.3.2 D.Sc.: Science, Engineering, Medicine, Engineering Sciences, Ayurved, Home Science, Life Science and Technology.

1.3.3 LL.D.: Laws.

**2. ELIGIBILITY:**

2.1 A candidate shall be eligible for registration for D. Sc./ D. Litt./LL.D. if he/she holds the degree of Doctor of Philosophy of at least five years standing of this university or any university/deemed university recognized by appropriate authority/UGC and must have published at least 10 papers in standard research journals or published work including books of high standard adjudged to be equivalent to published research papers by the Research Degree Committee.

2.2 The D.Litt./D.Sc./LL.D. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate along with at least three independent research papers published in standard journals or publications of merit on the subject of the thesis.

**3. APPLICATIONS:**

3.1 A candidate for D.Litt./D.Sc./LL.D. degree must apply for registration of his subject on \_\_\_\_\_



the prescribed application form obtainable on payment of prescribed fee stating:

- 3.1.1 His qualification and experience.
- 3.1.2 Subject in which he/she propose to work
- 3.1.3 The topic of research.

The application shall also be accompanied by:

- Registration fee – As decided time to time by the University.
- A certificate from the Dean/Head of the University Teaching Department /Principal of the college of the university/Head of a Research Institute recognized for the purpose by the university, testifying that adequate facilities exist and shall be provided to the candidate if registered. There shall be no supervisor of the candidate and he/she shall have to work independently. Provided that a candidate, if he/she so desires, may have person (s) of merit in the subject as advisor (s).
- Attested copies of the statements of marks of graduate and master's degree examinations and Ph.D. degree.
- Migration certificate along with enrollment form and the requisite fee.
- List of publications of the candidate together with a copy of each of the publication.
- Ten typed copies of detailed synopsis of the proposed topic of research furnishing present State of- Arts, a review of literature, proposed line of investigation with detailed methodology and relevant bibliography. (Annexure-I)
- Application for registration may be submitted any time during the academic year.

#### 4. FACULTY RESEARCH COMMITTEE AND UNIVERSITY RESEARCH DEGREE COMMITTEE:

- 4.1 Subject to the general superintendence of the Academic Council, a committee, namely, the Faculty Research Committee (FRC) shall deal with all matters connected with the D. Sc./ D. Litt./ LL. D. programme of the University in accordance with these Ordinances. However, the registration shall be formally approved only by University Research Degree Committee.



**4.2 The constitution of the FRC shall be as follows:**

- Dean of the faculty -Chairperson
- Two experts from the concerned faculty, nominated by Vice-Chancellor - Member
- Minimum one external expert of the concerned field of the rank of University professor to be appointed by Vice-Chancellor from the panel of atleast four names given by the Dean -Member
- Concerned Dean/Head of the Department /Principal/Head of Research Center -Secretary

**4.3** The FRC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The FRC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates.

**4.4** The Academic section shall intimate each candidate recommended by the FRC to submit their synopsis.

**4.5** Within three months after the receipt of the letter of scrutiny, the candidate after paying prescribed fee and shall be entitled for submission of synopsis.

**4.6 The constitution of Research Degree Committee shall be as follow:**

- The Vice-Chancellor - Chairperson
- The senior most Professor of the University in the subject. -Member
- Dean of the Faculty. -Member
- Dean/Head of the University Teaching Department/Principal of the concerned subject. -Member
- Chairman, Board of Studies in the subject. -Member
- Two external experts of the concerned field in the rank of University Professor to be appointed by the Vice-Chancellor from the panel at least four names given by the Dean of the Faculty after perusal of the detailed synopsis submitted by the candidate.

Provided that, two external subject experts and two other members i.e. four in



all shall form the quorum. Meeting of Research Degree Committee shall be held in the University Office.

**5. ADMISSION PROCEDURE:**

- 5.1 The candidate will have to submit synopsis in 10 copies to the Academic Section of the University along with application form.
- 5.2 The application of the eligible candidate recommend by FRC for registration shall be placed before the University Research Degree Committee and he/she shall make an oral presentation of the proposed work.
- 5.3 Committee shall recommend suitability of the topic of research and the registration of the candidate for the D.Litt/DSc./LL.D. degree, as the case may be. On approval the committee, the candidate shall be deemed to have been registered from the date the meeting or the date of the submission of application in the university.
- 5.4 The candidate shall finally be enrolled on payment of the first term fee to university recognized centre where he/she will conduct the research after payment of the prescribed fee in case the proposal is approved by RDC.
- 5.5 Candidate shall ordinarily be permitted to work for D.Litt/D.Sc./LL.D. degree the subject in which he has obtained his Ph.D. degree. He/she may, however, be allowed in a subject, of interdisciplinary nature.

**6. SUBMISSION OF THESIS:**

- 6.1 A Candidate shall not be allowed to submit the thesis for evaluation earlier than three years from the date of his/her registration and not later than five years.
- 6.2 Further extension of one Year may be granted by the Vice-Chancellor on the valid Reason(s) on payment of a fees prescribed by the University. After the expiry of this period of extension the registration shall be cancelled.
- 6.3 The candidate, after registration, shall send his six monthly progress report along with certificate of payment of six monthly fees from the Head of the Institution where



he/she is working. If two subsequent reports together with the certificate of the payment fees are not received in the office the registration shall stand automatically cancelled.

**6.4** Six months before the candidate intends to submit the thesis after having published three research papers in standard Research Journals or publications of merit after registration for D.Litt./D.Sc./LL.D., the candidate shall inform the Controller of examination of his intention of submitting the thesis. The Controller of examination shall arrange for an oral presentation of work by the candidate before a Screening committee.

**6.4.1 Screening committee consisting of the following members :**

- Vice-Chancellor
  - Senior most Professor of University Teaching department/School of Studies in the subject.
  - Dean of the Faculty.
  - Dean/Head of the University Teaching Department/Principal in the subject, if any.
  - Chairman, Board of Studies of the subject.
  - One external subject expert nominated by the Vice-Chancellor preferably from amongst the experts of University Research Degree Committee approving the registration of the candidate.
- One external subject expert and two other members shall form the quorum for this purpose.

The presentation shall be made at the place/through video Conference facility and time fixed by the University.

**6.4.2 The Screening Committee shall have following powers:**

- To approve the work for the submission of thesis.
- To suggest modifications, if any along with reason (s) to be recorded by the committee.

**6.4.3** The presentation by the candidate shall be open to all interested and shall



be announced on the Notice Board at least a week in advance by Controller of Examination.

**6.5 The work of the candidate shall comply with the following conditions to merit the award of the degree:**

- 6.5.1** It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.
- 6.5.2** It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.
- 6.5.3** It must be a scholarly work of high quality.
- 6.5.4** It must be the work done during the last five years before the submission of the thesis and in the institute in which candidate is registered.
- 6.5.5** It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate.
- 6.5.6** It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.
- 6.5.7** The University shall evolve a mechanism using well developed software and gadgets to detect the Plagiarism and other form of academic dis-honesty. While submitting the thesis for evaluation the thesis shall have a declaration from the candidate stating the originality of work vouching that there is no Plagiarism.

**6.6 The candidate shall submit the thesis as per the following guidelines:**

- 6.6.1** Five copies of the thesis in hardbound form.
- 6.6.2** The thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
- 6.6.3** A soft copy of the thesis in CD.



- 6.6.4 A declaration by the candidate that the thesis has not been submitted for any other degree or diploma, as per the format given in Annexure – II.
- 6.6.5 A certificate from the Advisor, Head of the Department/Coordinator of the School and the Chairman of the FRC that the thesis has been submitted for the award of the concerned degree of the University, as per Ordinance
- 6.6.6 The thesis shall be in English except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
- 6.6.7 Three independent research papers published in standard journals or publications of merit on the subject of thesis.
- 6.7 The COE shall obtain from the external expert of the Screening Committee a panel of at least six names including foreign experts in the subject, not below the rank of University Professor who can be appointed examiners, in a sealed envelope for the consideration of Board of Studies.
- 6.8 After being permitted by the Screening Committee referred to above, the candidate shall submit four typewritten copies or photo copies of the thesis, six copies of approved synopsis and six copies of summary together with prescribed examination fee. The published papers/works must be incorporated either as a part of text or as Annexure-III in the thesis. The candidate shall furnish a certificate to the effect that the work embodied in the thesis has not been submitted for the award of any degree either of this university or any other university or deemed university and that it contains his own work.
- 6.8.1 On receipt of the thesis the COE shall call upon the Board of Studies to draw a panel of six names, taking into consideration the panel submitted by the expert of the screening committee, of the experts in the field of research not below the rank of University Professor, including foreign experts.
- 6.8.2 The Vice-Chancellor shall appoint three examiners in accordance with the provisions.
- 6.8.3 The examiners appointed by the Vice-Chancellor shall be approached in



writing for their consent to evaluate the thesis together with the copies of approved synopsis and the summary of the thesis. On receiving the acceptance the thesis shall be sent to the examiners.

Provided that if a foreign examiner is appointed by the Vice-Chancellor and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL.

- 6.8.4 In the event of the report of the thesis not received within three months from the date of dispatch of the thesis, the Vice-Chancellor may cancel the appointment and such examiner shall be asked to return the thesis along with all the documents. The Vice-Chancellor shall appoint another examiner in place of such an examiner.
- 6.9 The examiner may seek clarification of the subject matter of the thesis from the candidate through the COE. The COE shall pass on the queries to the candidate without disclosing the identity of the examiner and the clarification obtained from the candidate shall be forwarded to the examiner. The provision shall be incorporated in the letter to be sent to the examiner while sending the thesis.
- 6.10 The examiners must give specific opinion on the following points :
- 6.10.1 Whether the thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facts and theories.
- 6.10.2 How far it evinces candidate's capacity for original thinking, critical examination and sound judgment?
- 6.10.3 Whether the thesis is satisfactory in point of language and presentation of subject matter.
- 6.10.4 Whether the thesis be approved for D.Litt./D.Sc./LL.D. degree.
- 6.10.5 The examiner must also furnish a detailed report on the thesis together with a set of questions to be asked at the time of Viva-voce examination.
- 6.10.6 In case the examiner suggests for an improvement of thesis, he must give a detailed report on the lines on which the thesis be modified and



resubmitted.

6.11 The D.Litt./D.Sc./LL.D. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate alongwithatleast three independent research papers published in standard journals or publications of merit on the subject of thesis.

6.12 –

6.12.1 If all the three examiners approve the thesis, the candidate shall be called upon to appear at the viva-voce examination as per the provisions of the Ordinance.

6.12.2 If two examiners approve the thesis and the third rejects/recommends revision, the thesis shall sent to a fourth examiner (without the reports of earlier examiners) appointed by the Vice-Chancellor for evaluation. The opinion of the fourth examiner shall be final.

6.12.3 In case all the three examiners recommend revision/rejection or two examiners recommend revision/rejection and the third accepts, the thesis shall stand rejected.

6.12.4 In case the candidate is asked by the fourth examiner to revise under section 6.12.2the candidate shall be permitted to revise the thesis on the lines suggested by the examiner(s). The comments of the examiner(s) shall be made available to the candidate without disclosing the identity of the examiner. The candidate shall submit the revised thesis not earlier than six months and not later than eighteen months from the date the candidate is asked to revise the thesis. He/she shall have to pay a fee as prescribed by the University at the time of resubmission.

6.12.5 In case one of the examiners of the revised thesis recommends for the award then the candidate shall be called upon to appear at viva-voce examination. In case both the examiners reject or one reject and the ot her recommend for revision or both recommend for revision the thesis shall be rejected.



## 6.13 =

- 6.13.1 If the thesis is finally approved under sections 6.12.1, 6.12.2 and 6.12.4 the candidate shall be called upon to appear for a viva-voce examination conducted by atleast two external examiners. All the three examiners shall be invited to conduct the viva-voce examination.
- 6.13.2 The viva-voce examination shall be conducted at the University Teaching Department/Institute on the date, time and place notified by the COE which shall be put on the notice board at least a week in advance.
- 6.13.3 The candidate shall present the work embodied in the thesis before the board of examiners, faculty members, research scholars and other interested person. After the presentation, the examiners appointed for the viva-voce examination shall ask questions to the candidate. Others may submit their questions in writing to external examiners, who may put such of those questions to the candidate as they deem fit. The examiners may also ask question beyond the scope of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the subject on which he has submitted the thesis.
- 6.13.4 In case of divergence of opinion between the thesis examiners an viva-voce examiners or the divergence of opinion between the viva-voce examiner the candidate shall be asked to reappear at a second viva-voce examination within six months. He shall have to pay an additional fee as prescribed for second viva-voce. If the candidate fails to satisfy the viva-voce examiners at the second examination, his thesis shall finally be rejected.

## 6.14 —

- 6.14.1 After the viva-voce examination the recommendations shall be reported to the Board of Management for approval. After the approval of Board of management for the award of D.Litt./D.Sc./LL.D. degree to the candidate
- 6.14.2 One copy of the thesis shall be kept in the University Library, another in the Library of the Institution where he/she prosecuted his/her research work,



and the remaining two copies shall be returned to the candidate.

6.14.3 The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis.

6.15 After the declaration of the result, the successful candidate on payment of a fee as prescribed by the University may be provided the copies of reports of the examiner without disclosing their names.

6.16 On detection of any irregularity Such as the material quoted in the thesis is copied from any Other Source/Author/Research and found the same as Plagiarism the University shall take suitable steps to withdraw the degree of D.Sc./D.Litt./LL.D.(Even if Awarded) or such Candidate shall not process the thesis for further evaluation or the case may be.

6.17 The Fees shall be prescribed by the Fee Regulatory Committee of the University from time to time and it shall be notified separately on Website.

6.18 The Matter which are not covered in the Clauses above and if any queries regarding the Interpretation of any Clause arises it shall be decided by the Vice-Chancellor on the recommendation of Academic Council/University Research Degree Committee and the Decision of the Vice-Chancellor shall be final and binding.

**Annexure-I**

**AMALTAS UNIVERSITY, DEWAS**

Application for Registration of D.Sc./D.Litt./LL.D. after completion of Ph.D. Course  
Academic year 20\_\_-20\_\_

Faculty: ..... Subject/Specialty: .....

Registration Fee: Rs. .... DD No. .... dated Bank & Branch. ....

To,

The Registrar,

AMALTAS UNIVERSITY, DEWAS, .

Sir/Madam,



I hereby apply for final registration to the D.Sc./D.Litt./LL.D. Course. I state that I have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

3. Name (In CAPITAL): .....
4. Father/Husband Name: ..... 3. Mother's name: .....
5. Date of Birth: ..... 5. Gender: MaleFemale ..... 6. Nationality: .....
23. Permanent Address: .....  
..... PIN .....
24. Present (Local) Address: .....  
..... PIN .....
25. Contact: ..... Mobile: ..... Phone – (0) ..... email: .....
26. Category (Please TICK) (attach attested copies of all relevant documents):  
Open ☐ SC ☐ ST ☐ OBC ☐
27. University Enrollment Number.....
28. Details of Qualification in Chronological Order (attach attested copies of university degree):

Sr. No.	Qualification level Nomenclature	Name of Board/ College	University	Year Passing	% Obtained
1.	High School				
2.	Higher Secondary (10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Ph.D.				
6.	Any other				

29. Details of Teaching Experience in Chronological Order (attach attested copies of all relevant documents):

Sr. No.	Subject	Department	Design ation	Period (In years)	Total Experience



1.				
2.				
3.				
4.				
5.				

\*Kindly attach attested copies of all relevant documents

(c) Total UG Teaching Experience: years. .... months. ....

(d) Total PG Teaching Experience: years. .... months. ....

30. Details of Publication/Research Publications in Chronological Order:

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC/Regulatory body Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				

\*Kindly attach attested copies of all relevant documents

31. Details of professional experience, if any (attach necessary certificates):

(iv) Nature of professional experience: .....

(v) The Institute where professional experience was gained: .....

(vi) Period of professional experience: .....

32. Advisor (If Applicable) : ..... Designation Department: .....

..... Address: .....

Number of students registered under the guide in current Academic Year: .....



Number of all students registered under guide and still not completed PhD: .....

33. Name of the Advisor (if applicable): .....  
 Designation: ..... Department: .....  
 Address: .....  
 34. Title of the Synopsis (Outline of Research): .....  
 .....  
 .....  
 .....

#### Enclosures:

Sr. No.	Name of the Documents	Attached (Yes/No)
17.	Date of Birth Certificate	
18.	Caste Certificate	
19.	Migration Certificate	
20.	U.G. Degree Certificate	
21.	PG Degree Certificate	
22.	Experience Certificate	
23.	Copy of No Objection Certificate from employer	
24.	Copy of Relieving Letter	
25.	Copy of Approval Letter as a Teacher	
26.	State Council Registration Certificate	
27.	Copy of Receipt of fees paid at Centre	
28.	2 Passport size color photographs	
29.	Copy of Research Publications	
30.	Copy of Report of Institute Research Committee	

#### Undertaking by the Candidate

I, Dr/Mr/Ms .....  
 .. hereby declare that, all the information given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Letters (D.Sc./D.Litt./LL.D.) prescribed by the AMALTAS UNIVERSITY, DEWAS, and I undertake to abide by them. I also undertake to regularly work at the Place of Research.

Thanking you.

Your sincerely,

Date: .....

Place: .....

Signature of Applicant

#### Recommendation of the Head of the Department/Research Institute/Dean/Principal

I am pleased to forward the application along with the synopsis prepared by, Dr./Mr./Ms .....  
 ..... at this institute. I certify that this final draft is approved by IRC & IEC of this Institute and all the fees for admission to D.Sc./D.Litt./LL.D Course are paid by the candidate.

Place: .....

Date: .....

Seal: .....

Signature with Stamp of



**DECLARATION BY THE CANDIDATE (Research Schedule)****Annexure-II**

I declare that

1. The research work presented in the thesis entitled

\_\_\_\_\_

\_\_\_\_\_

is my own work except as acknowledged in the text and footnotes.

2. There is no plagiarism in the research work reported in the thesis.
3. To the best of my knowledge this thesis has not been submitted either in whole or in part, for award of any other degree/diploma at this University or at any other such institution.
4. I have also given presentation before the screening committee constituted by the University and successfully incorporated the suggestions
5. I have published ..... research paper(s) in referred journal(s) and presented ..... research papers in conferences/seminars from the research work of the thesis. I have also produced evidence of the same in the form of reprints and/or presentation certificate before screening committee.

Date:

Signature of Candidate

Name of the Candidate

Registration No.

M. No. of Candidate

-Forwarded by -

Dean/Principal/Head of the Institution.



**Annexure-III**

**PROFORMA FOR SYNOPSIS**

1. Title of the thesis
2. Introduction: Giving purpose of research
3. A brief review of the work already done in the field.
4. Noteworthy contribution in the field of proposed work.
5. Contribution of the candidate in the field of proposed work.
6. Proposed methodology during the tenure of the research work.
7. Expected outcome of the proposed work.
8. Bibliography is standard format.
9. List of published papers of the candidate.  
(Attach one set of reprints)

**Signature of Head, U.T.D./Dean/Principal**

**Signature of the Candidate**



**ORDINANCE NO. 98**  
**POST GRADUATE DEGREE COURSE FOR**  
**MAHIRE TIB [DOCTOR OF MEDICINE(MD) MAHIRE JARAHAT-**  
**UNANI MEDICINE]**  
**OR**  
**MAHIRE JARAHAT [MASTER OF SURGERY(MS) – UNANI**  
**MEDICINE]**

**1. AIMS AND OBJECTS:**

The aims and objects of the post-graduate degree courses in Unani medicine shall be to provide orientation of specialties and super specialties in Unani medicine and to produce experts and specialists, who can be competent and efficient teachers, physicians, surgeons, pharmaceutical experts and researchers in their respective fields.

**2. NOMENCLATURE OF POST-GRADUATE DEGREE:**

The nomenclature of post-graduate degree in respective specialties shall be as under: -

**SUBJECTS OF AWARDS**

**Mahire Tib (Doctor of Medicine – M.D.)**

Sl.No.	Nomenclature of speciality or degree	Abbreviation
(1)	(2)	(3)
1.	Mahire Tib –Kulliyate Tib	M.D. (Unani) - Basic principles of Unani medicine
2.	Mahire Tib –Munafeul Aza	M.D. (Unani) - Physiology
3.	Mahire Tib –Ilmul Advia	M.D. (Unani) - Pharmacology
4.	Mahire Tib –Ilmul Saidla	M.D. (Unani) - Pharmacy
5.	Mahire Tib –Tahaffuzi waSamaji Tib	M.D. (Unani) - Preventive and Community medicine
6.	Mahire Tib –Amraze Atfal	M.D. (Unani) - Paediatrics
7.	Mahire Tib –Moalajat	M.D. (Unani) - Medicine
8.	Mahire Tib –Mahiyatul Amraz	M.D. (Unani) - Pathology
9.	Mahire Tib –Ilaj bit Tadabeer	M.D. (Unani) - Regimenal therapy
10.	Mahire Tib –Amraze Jild	M.D. (Unani) - Dermatology



**Zahire Jarahat (Master of Surgery – M.S.)**

Sl.No.	Name of speciality	Abbreviation
(1)	(2)	(3)
11.	Mahire Jarahat-Tashreehul Badan	M.S. (Unani) - Anatomy
12.	Mahire Jarahat-Ilmul Jarahat	M.S. (Unani) - Surgery
13.	Mahire Jarahat-Amraze Uzn, Anf wa Halaq	M.S. (Unani) - Diseases of Ear, Nose and Throat
14.	Mahire Jarahat- Qabalat wa Amraze Niswan Tibb	M.D. (Unani) - Obstetrics and Gynaecology

**3. STATEMENT OF THE COMPETENCIES:**

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the program so that he or she can direct the efforts towards the attainment of these competencies.

**4. COMPONENTS OF THE POSTGRADUATE CURRICULUM:**

The major components of the Postgraduate curriculum shall be:

- 4.1 Theoretical knowledge
- 4.2 Practical and clinical skills.
- 4.3 Writing Thesis / Research articles.
- 4.4 Attitudes including communication skills.
- 4.5 Training in research methodology, Medical Ethics and Medico legal aspects.

**5. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 5.1 A person holding the degree of Kamile Tib-o-Jarahat (Bachelor of Unani Medicine and Surgery) or equivalent degree from a recognised University or institution included in the Second Schedule to the Indian Medicine Central Council Act, 1970



and enrolled in Central or State register of Indian System of Medicine shall be eligible for admission in the postgraduate courses.

- 5.2 There shall be a uniform entrance examination to all medical institutions at the post graduate level namely, the All India AYUSH Post Graduate Entrance Test (AIA-PGET) in each academic year and shall be conducted by an authority designated by the Central Government:

Provided that the said All India AYUSH Post Graduate Entrance Test (AIA-PGET) shall not be applicable for foreign national's candidate.

**Mode of Selection:** On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

#### **6. INTAKE & FEES:**

- 6.1 The intake of each of these program shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body / Govt. of India (Ayush) ministry NCISM Norms/State Govt. Norms.
- 6.2 Fee of these programs will be decided by the Board of the Management subject to the approval of the regulatory body, if any.

#### **7. DURATION OF COURSE AND ATTENDANCE:**

- 7.1 The student shall have to undergo study for a period of three years after the admission.
- 7.2 The student shall have to attend minimum seventy-five per cent. of total lectures, practicals and clinical tutorials or classes to become eligible for appearing in the examination or as per attendance Policy of University.
- 7.3 The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.
- 7.4 The students of clinical subject shall have to do Resident duties in their respective departments and student of nonclinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.



- 7.5 The students shall attend special lectures, demonstrations, seminars, study tours and such other activities as arranged by the teaching departments.
- 7.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course or as per Policy of University.
- 7.7 Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.

**8. MEDIUM OF INSTRUCTION:**

The medium of instruction and examination shall be NCISM Norms.

**9. MIGRATION:**

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority.

**10. EXAMINATION AND ASSESSMENTS:**

- 10.1 The post-graduate degree course shall have two examinations in the following manner: -
- 10.1.1 The preliminary examination shall be conducted at the end of one academic year after admission;
- 10.1.2 The final examination shall be conducted on completion of three academic years after the admission to postgraduate course;
- 10.1.3 Examination shall ordinarily be held in the month of June or July and November or December every year;
- 10.1.4 For being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
- 10.1.5 The student shall be required to obtain aggregate fifty per cent. marks in practical and theory subjects separately to be announced as pass;



- 10.1.6 If a student fails in preliminary examination, he shall have to pass before appearing in the final examination;
- 10.1.7 If the student fails in theory or practical in the final examination, he may appear in the subsequent examination without requiring to submit a fresh dissertation;
- 10.1.8 The subsequent examination for failed candidates will be conducted at every six months interval; and
- 10.1.9 The post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination.
- 10.2 The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist.
- 10.3 The clinical examination shall be judge the competence of the student in Unani and scientific literature of the specialty.
- 10.4 The viva-voce part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.
- 10.5 **Monitoring learning progress:**  
It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning out comes to be assessed should include:

- (i) Personal Attitudes,
- (ii) Acquisition of Knowledge,
- (iii) Clinical and operative skills,
- (iv) Teaching skills and
- (v) Dissertation.



**10.6 Personal Attitudes. The essential items are:**

- Caring attitudes
- Initiative
- Organisational ability
- Potential to cope with stressful situations and undertake responsibility
- Trust worthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team
- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.

**10.7 Acquisition of Knowledge:**

The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- **Journal Review Meeting (Journal Club):** The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist
- **Seminars / Symposia:** The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist
- **Clinico-pathological conferences:** This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.



- Medical Audit: Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

**10.8 Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

**10.9 Method of training:**

- 10.9.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Unani.
- 10.9.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.
- 10.9.3 The emphasis shall be given on intensive applied and hands on training.
- 10.9.4 The students shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.
- 10.9.5 In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.
- 10.9.6 The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of under-graduate students or interns in the respective subjects during the course of studies.
- 10.9.7 In the clinical training, the student shall have to acquire the knowledge of independent work as a specialist.
- 10.9.8 In the specialties of Moalajat, Ilmul Jarahat, Amraze Uzn, Anf wa Halaq and Qabalat wa Amraze Niswan the student shall have to undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

**11. DISSERTATION/THESIS:**

- 11.1 Central Scientific Advisory Post Graduate Committee appointed by Central Council of Indian Medicine shall suggest the areas of Research and topics to be focussed



- every academic year to make campaigning of evidence based Unani to the need of global standards and achieve publications and the same shall be followed by University Committee while approving the Dissertation title.
- 11.2 The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of concerned recognised University or guidelines of Indian Council of Medical Research (ICMR), shall be submitted to the University within a period of six months from the date of admission to post-graduate course.
- 11.3 If a non-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under co-guide of a clinical teacher of the specialty concerned for preparing the thesis.
- 11.4 A copy of the synopsis of the dissertation shall be submitted to the Central Council of Indian Medicine's Scientific Committee before submitting to the University.
- 11.5 If the student fails to submit the title of dissertation and synopsis within the period specified under sub-regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.
- 11.6 The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide (if any).  
The University shall approve the synopsis not later than three months after submission of the synopsis.
- 11.7 A Board of Research Studies shall be constituted by the University for approving the title.
- 11.8 The University shall display the approved synopsis of dissertation on their website.
- 11.9 The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Unani system and the subject of the dissertation shall have relation with the subject matter of the specialty.
- 11.10 Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.



- 11.11 No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.
- 11.12 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.
- 11.13 The dissertation shall consist critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion and references cited in the dissertation shall be suitable for publication.
- 11.14 The dissertation shall consist of not less than forty thousand words.
- 11.15 The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words.
- 11.16 The guide or supervisor shall be a person of status of a Professor or Reader or Lecturer having post-graduate degree or Visiting Professor or a contractual faculty in the post-graduate departments. Visiting faculty will not be considered in teaching strength.
- 11.17 A non-post-graduate teacher, for providing guidance to the post-graduate scholars, shall have minimum five years teaching experience in the concerned or allied subject, however he will not be a guide or co-guide for dissertation.
- 11.18 Five copies of the bound dissertation along with a certificate from the supervisor or guide shall reach the office of the Registrar of the University four months before the final examination.
- 11.19 The dissertation shall be assessed by two external and two internal examiners appointed by the University.
- 11.20 The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (19) and in case of disapproval by one external examiner, the dissertation shall be referred to third external examiner approved by the University concerned.
- 11.21 If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student shall resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.



- 11.22 The student shall be permitted to appear in the final examination of post-graduate degree course only after approval of the dissertation by the examiners.
- 11.23 Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned speciality.

**12. SCHEME OF EXAMINATION AND PASSING HEADS:**

- 12.1 University shall conduct examination at the end of three academic years for M.D, M.S. in Unani Courses. University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations.
- 12.2 M.D/M.S. in Unani examination in any subject shall consist of thesis, theory papers and clinical/practical and oral examination.
- 12.3 **Passing head and standard of Passing: -**  
There will be two heads of passing: -
- 12.3.1 Four papers of theory shall form one head of passing
- 12.3.2 Clinical, oral, and practical taken together shall form the second head of Passing
- 12.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt. A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt.
- 12.4 **To pass a candidate must obtain:**
- 12.4.1 Fifty percent of the total marks in theory examination (Total of all the four papers must be 50% of the total marks of theory).
- 12.4.2 Fifty percent of the total marks in clinical, oral and practical taken together.
- 12.5 **Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.



**13. SUBJECTS OF EXAMINATION:**

13.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely: -

**Paper I**

Part A - Research Methodology;

Part B - Bio or Medical Statistics;

**Paper II**

Part A - Applied aspects of fundamentals regarding concerned subjects;

Part B - Concerned subject.

13.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under: -

13.2.1 Study of literature related to specialty;

13.2.2 Regular clinical training in the hospital for student of clinical subject;

13.2.3 Practical training of research work carried out in the department, for student of non-clinical subject;

13.2.4 Participation in various seminars, symposia and discussions; and

13.2.5 Progress of the work done on the topic of dissertation.

13.3 The assessment of the work done by the students of first year post-graduate course during the first year shall be done before the preliminary examination.

13.4 The final examination shall include dissertation, written papers and clinical or practical and oral examination.

13.5 There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected by the student for special study.

13.6 The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.



**Note:** Syllabus, Scheme & Evaluation of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Council.

**Note:** Internship will start after the declaration of final year B.N.Y.S. examination result and Registration of State Medicine Council.

**14. MODE OF EXAMINATION AND APPOINTMENT OF EXAMINER(S):**

- 14.1 The preliminary examination and final examination shall be held in written, practical, clinical and oral examination.
- 14.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.
- 14.3 A teacher with five years teaching or research experience in concerned subject or specialty shall be considered eligible for being appointed as an examiner.

**15. SCHEME OF EVALUATION:**

The Scheme of evaluation external and internal assessment shall be as per decision of Board of Management on the recommendation of Board of Studies.

**16. CONDONATION OF DEFICIENCY:**

The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

**17. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 17.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.2 Total duration to complete the course will be as per policy of University.



17.3 Involvement in gross indiscipline in the Institute / University.

17.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE NO. 99****BACHELOR OF UNANI MEDICINE AND SURGERY- B.U.M.S.**

This ordinance shall provide regulation of MALWANCHAL UNIVERSITY running Bachelor degree Program in Unani Medicine and Surgery- B.U.M.S. The programme shall be governed by the norms, rules and guidelines of the concerned regulatory council and the policies of MP state Government.

G.O.I (H.E.S.M) / M.P.

**STRUCTURE OF B.U.M.S. PROGRAM:**

The duration of the programme of instruction for the degree of Unani Medicine And Surgery shall be 5 and 1/2 year, comprising:-

First Professional session	(12 month)
Second Professional session	(12 month)
Third Professional session	(12 month)
Final Professional session	(18 month)
Compulsory Rotatory Internship	(12 month)

**1. AIMS AND OBJECTIVES:****1.1 AIMS:**

- 1.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 1.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 1.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs.
- 1.1.4 To make research a significant activity involving staff, students and society.
- 1.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies.
- 1.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 1.1.7 To fulfil the national obligation through rural health missions.
- 1.1.8 Proficiency in the diagnosis and skills of basic Unani Medicine & Surgery procedures and techniques with adequate theoretical basis and rationale of medical & allied health sciences.

**1.2 OBJECTIVES:**

The objective of the course shall allow the students:

- 1.2.1 To produce competent graduates having a deep basis of Unani with modern scientific knowledge in accordance with Unani fundamental with extensive practical training so as to become Unani Physician and Surgeon and Research worker fully competent to serve in the medical and health services of the country.
- 1.2.2 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 1.2.3 To make existing programs more career oriented through effective system of review and redesign of curriculum.



- 1.2.4 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 1.2.5 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 1.2.6 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 1.2.7 To ordinate periodic performance evaluation of the faculty.
- 1.2.8 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 1.2.9 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 1.2.10 To strengthen, develop and implement staff and student welfare programs.
- 1.2.11 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 1.2.12 To constantly display sensitivity and respond to changing educational, social, and community demands.
- 1.2.13 To promote public-private partnership
- 1.2.14 To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- 1.2.15 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 1.2.16 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

## 2. **ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 2.1 Admission to the First year in Bachelor of Unani Medicine & Surgery degree course (B.U.M.S.) shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. Urdu is compulsory up to 10th class or equivalent Education. However for SC/ST/OBC candidate the percentage will be relaxed to as per direction of statutory body/ Council.
- 2.2 Admission shall be made through the State and All India counselling of NEET qualified candidates or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying examination.
- 2.3 The minimum age for admission shall be 17 years on 31st December of academic year of admission.
- 2.4 On admission, every candidate shall have to get fitness certificate from MU Hospital.
- 2.5 The course shall be commencing from the as per apex council/university schedule of every academic year.

## 3. **MEDIUM OF INSTRUCTION:**

Medium of Instruction shall be Urdu substantiated with English & Arabic where ever necessary. The terminology for modern subjects shall be standard modern terminology with Arabic equivalent. For Unani subjects the terminology shall essentially remain standard Arabic terminology.

### 3.1 **Attendance**



### 3.1 Attendance

Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and practical classes held separately in each subject of the course of the study or as per University Policy.  
The total lecture and practical shall be conducted as per scheme.

### 3.2 Course Outline:

The course outline is based on the teaching of Unani medicine with Theory/ Practical/ Clinical observations.

### 3.3 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

## 4. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:

Examination will be conducted by the university:

- 1st Year at the end of the 1st year.
- 2nd Year at the end of the 2nd year.
- 3rd Year at the end of the 3rd year.
- B.U.M.S. Final Examination at the end of the Final year.
- Examination shall be in Theory, Practical and Clinical. A candidate will be permitted to appear for the University Examination in the subject only if:
  - He has not less than 75% of attendance in Theory and Practical/Clinical in each subject or Attendance Policy of University.
  - He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

## 5. SCHEME OF EXAMINATION:

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

5.1 The Examination will be held once a year for all the four years respectively.

5.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.

5.3 A student who satisfies the clause 3 and following requirements duly certified by the Principal of the B.U.M.S. College/Institution recognized by this University for B.U.M.S. course shall be eligible to appear in the first/ second/Third/Final year B.U.M.S. examination:

- 5.3.1 of having good character;
- 5.3.2 of having attended the prescribed course;
- 5.3.3 of having attended not less than:
  - 75% of all course of lectures delivered; and
  - 75% of full course of practicals/ Clinical held separately.
  - Or as per University Policy.

### 5.4 Internal assessment:

5.4.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.



5.4.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University.

5.4.3 Day to day records should be given importance during internal assessment.

5.4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

#### 5.5 Criteria for Passing:

5.5.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.

5.5.2 The candidate must secure minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.

5.5.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

5.6 Each Theory paper will be of three hours.

5.7 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.

5.8 If candidate fails either in Theory or in Practical/ Clinical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.

5.9 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations.

5.10 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.

5.11 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Dean/Principal of college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course



of training/hospital practice, in the subjects of the examination as the Principal may determine.

- 5.12 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination.

- 5.13 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Council.

**6. FEE:**

The examination fee to be paid by a candidate shall be as per University norms for each examination, or a part thereof.

**7. EVALUATION:**

The minimum marks required to pass in each subject shall be 50% (written & practical separately).

- 7.1 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks have passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction.

- 7.2 Every successful candidate shall be granted a Certificate-cum Detail marks card of each examination. Marks obtained in each subject shall be supplied to unsuccessful candidates also. Provided that a candidate who qualifies all the five and half Year examinations of Bachelor Of Unani Medicine And Surgery will be issued a Degree of Unani Medicine And Surgery (Bachelor of Unani Medicine & Surgery) B.U.M.S after completion of internship.

- 7.2.1 The candidates before presenting themselves for this examination shall obtain a certificate of completing the prescribed subject of the first year examination.

- 7.2.2 A candidate failed in one or more subjects in examination shall be eligible to appear in supplementary examination.

- 7.2.3 Candidates who fail to pass the 1<sup>st</sup> year examination in three consecutive opportunities shall not be allowed to continue their studies. However, in case of personal illness of a serious nature of a candidate & in unavoidable condition/circumstances, the V.C may permit one more opportunity for passing the 1<sup>st</sup> professional course.

- 7.3 A person who has passed 2nd prof. B.U.M.S examination shall be eligible to join the Next year B.U.M.S course. However, a candidate who fails in the 2nd Year examination may be allowed to attend the next higher class i.e. the third prof. B.U.M.S course, but will not be allowed to appear in the examination of the next higher year B.U.M.S. till he passes in all the subjects of 2nd year B.U.M.S. examination.

- 7.4 A candidate who fails in the Annual Examination but has obtained at least 50% marks in any (written & practical) separately at the examination shall be exempted from reappearing in the subject (s).



7.5 All the students shall appear at the Sessional examination. At least two Sessional examinations shall be conducted in each subject in each academic year. Normally there should be no arrangements for holding supplementary examination after the Sessional examinations are over, except in cases where the genuineness of absentee is justified.

7.6 Every candidate on passing the Bachelor of Unani Medicine & Surgery course of studies shall be required to, undergo compulsory internship training for a period of one year.

NOTE: Internship will start after the declaration of final year B.U.M.S. examination result and Registration of State Medicine Council.

**8. DIVISION AND MERIT LIST:**

8.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

8.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**9. RE-EVALUATION/ RE-TOTALING:**

9.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.

9.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

**10. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE NO. 100**  
**BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY**  
**B.H.M.S.**  
**HOMOEOPATHIC DEGREE PROGRAMME**

**1) Short title and commencement:**

- a) These regulations may be called “National Commission for Homoeopathy (Homoeopathy Degree Course –B.H.M.S.) Regulations-2022.”
- b) The programme shall be governed by the norms, rules and guidelines of the conceded regulatory National Commission for Homoeopathy, New Delhi and the policies of Government of Madhya Pradesh.
- c) They shall come into force on the date of their publication in the Official Gazette.

**2) Definitions:**

- a) In these regulations, unless the context otherwise requires:
  - i) “Act” means the National Commission for Homoeopathy, Act, 2020 (15 of 2020);
  - ii) “Annexure” means an annexure appended to these regulations;
  - iii) “Appendix” means an appendix appended to these regulations.
  - iv) “Electives” means an optional course of studies devised to enrich the educational expression of the student.
  - v) “University” means Amaltas University, Dewas M.P.
- b) The words and expressions used herein and not defined but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

**3) Bachelor of Homoeopathic Medicine and Surgery (BHMS) programme:**

The Bachelor of Homoeopathy education namely, the Bachelor of Homoeopathy Medicine and Surgery (B.H.M.S.) shall produce Graduates, having profound knowledge of Homoeopathy with contemporary advances in the field, supplemented with knowledge of scientific and technological advances in modern health sciences and related technology along with extensive practical training, be able to function as an efficient holistic health care practitioner in health care services in the urban and rural areas.

**4) Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of AYUSH & Alternative Medicine.**

**5) Eligibility criteria for admission and manner of admissions: -**

The eligibility to seek admission in Bachelor of Homoeopathy Medicine and Surgery programme shall be as under:

- a) The candidate shall have passed 10+2 or its equivalent examination from any recognised Board with Physics, Chemistry, Biology and have obtained minimum of fifty per-cent marks taken together in Physics, Chemistry and Biology in the



case of students belonging to general category and forty per cent. marks in the case of students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes;

- b) Provided that in respect of persons with disability candidate specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the minimum qualifying marks in the said examinations shall be forty-five per cent. in the case of General category and forty per cent in the case of the Scheduled Castes, Scheduled Tribes and Other Backward Classes;
- c) No candidate shall be admitted to Bachelor of Homoeopathy Medicine and Surgery programme unless the candidate attained the age of seventeen years on or before the 31st day of December of the year of admission in the first year of the programme;
- d) **National Eligibility -cum-Entrance Test.-** There shall be a uniform entrance examination for all medical institutions at the under-graduate level, namely the National Eligibility-cum- Entrance Test (NEET) for admission to under-graduate programme in each academic year and shall be conducted by an authority designated by the National Commission for Homoeopathy.

- i) In order to consider for admission to under-graduate programme for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the National Eligibility-cum- Entrance Test for under-graduate programme held for the said academic year:

Provided that in respect of candidates. -

- a) belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the minimum marks shall be at 40<sup>th</sup> percentile;
- b) with specified disabilities under the Rights of Persons with Disabilities Act, 2016 (49 of 2016) the minimum marks shall be at 45th percentile in the case of general category and 40th percentile in the case of the Scheduled Castes, Scheduled Tribes and Other Backward Classes:

provided further that if sufficient number of candidates in the respective category fail to secure minimum marks in the National Eligibility - cum - Entrance Test held for any academic year for admission to undergraduate programme, the National Commission for Homoeopathy in consultation with the Central Government may lower the minimum marks required for admission to undergraduate programme for candidates belonging to respective category and marks so lowered by the Central Government shall be applicable for that academic year only.

- 6) **Duration of B.H.M.S. course -**The duration of the B.H.M.S. Programme shall be five years and six months as per the following table, namely:

**Table-1**

**(Duration of B.H.M.S. course)**



Sl. No.	B.H.M.S.course	Duration
(a)	First Professional B.H.M.S.	Eighteen Months
(b)	Second Professional B.H.M.S.	Twelve Months
(c)	Third Professional B.H.M.S.	Twelve Months
(d)	Fourth(Final)Professional B.H.M.S.	Twelve Months
(e)	Compulsory Rotatory Internship	Twelve Months

- 7) **Degree to be awarded.** -The candidate shall be awarded Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Degree after passing all the examinations and completion of the laid down course of study extending over the laid down period and the compulsory rotatoryinternshipextendingovertwelve months.
- 8) **Medium of instruction.** -ThemediumofinstructionfortheprogrammeshallbeEnglish.
- 9) **Pattern of study. -**
- a) TheB.H.M.S.courseshallconsistofmainprogrammeandelectivesandthepatternofstudyshallbefollowedinthefollowingmanner,namely:-
- i)
- a) After admission, the student shall be inducted to the B.H.M.S.programmethrough a **Foundation Programme** not less than fifteen working days and notlessthan90hoursandeverydaymayconsistofsixhoursbasedonthe'Content for Foundation Course' which intends to introduce newly admittedstudent to Homoeopathy system of medicine and skills r equired to makehim well aware of the B.H.M.S. course he is going to undergo for next fiveyearsandsixmonths.
- b) During the Foundation Programme, the student of Homoeopathy shall learn history of Homoeopathy, get oriented to developments in the Homoeopathy science across the globe, understanding on improvising interpersonal communication skills, management of stress & time, basic life support and first-aid along with other subjects as per syllabus laid down in **Annexure-i**
- b) Total teaching hours for first professional session shall be not less 2268 hours to be accomplished in three hundred and twenty-four days while for second, third &fourth professional session, a minimum of 1512 hours teaching is required to be accomplished in two hundred and sixteen days in each year.
- c)
- i) Total working daysforthe First Professional session shall have three hoursofclinical classes per week either in OPD or IPD or in community or peripheral OPDof Hospital during morning hours, except during fifteen days for the foundationprogram.



- ii) Total teaching hours for First Professional session shall not be less than 2268 hours.
- d) Total teaching hours for Second, Third and Fourth Professional session shall not be less than 1512 in each professional year which will comprise of three hours of clinical classes at OPD or IPD or community or peripheral OPD during morning hours.
- e) Working hours may be increased by the University or institution as per requirement to complete the stipulated period of teaching and requisite activity.
- Explanation.**—For the purposes of this regulation the expression “Lectures” means Didactic teaching i.e., classroom teaching and the expression “Non-lectures” includes Practical / Clinical and Demonstrative teaching and the Demonstrative teaching includes Small group teaching / Tutorials / Seminars / Symposiums / Assignments / Role play / Drug Picture presentation / Pharmacy training / Laboratory training / Dissection / Field visits / Skill lab training / Integrated learning / Problem based learning / Case based learning / Early clinical exposure / Evidence based learning etc. as per the requirement of the subject and in Non-lectures, the Clinical / Practical part shall be seventy per cent and demonstrative teaching shall be thirty per cent.
- f) There shall be minimum of one hour each for library and physical education per week and one hour of recreation (expression of talent and extra-curricular activities) per month to be allotted in the regular time table of all batches. These hours are over and above the hours mentioned above in point (c) and (d)
- g) New departments and subjects like Fundamentals of psychology, Yoga, introduction to modern pharmacology and research methodology and biostatistics are introduced in degree course to provide holistic and integrated knowledge of all the health sciences along with development of research aptitude.

(i) Department and Subjects in professional B.H.M.S. Course

Table number 2

S.No.	Department	Subject
1	Homoeopathic Materia Medica	Homoeopathic Materia Medica
2	Organon of Medicine with Homoeopathic Philosophy	Organon of Medicine with Homoeopathic Philosophy and Fundamentals of Psychology
3	Homoeopathic Pharmacy	Homoeopathic Pharmacy
4	Repertory	Repertory and Case Taking
5	Human Anatomy	Anatomy, Histology and Embryology
6	Human Physiology and Biochemistry	Physiology and Biochemistry
7	Forensic Medicine & Toxicology	Forensic Medicine & Toxicology
8	Pathology & Microbiology	Pathology & Microbiology
9	Community Medicine and public health	Community Medicine and public health
10	Surgery	Surgery
11	Gynecology and Obstetrics	Gynecology and Obstetrics
12	Practice of Medicine	Practice of Medicine with Introduction to Modern Pharmacology

C



13	ResearchMethodolog y&Biostatistics	ResearchMethodology&Biostatistics
14	FundamentalsofYoga	YogaincontexttoHomoeopathic philosophy

(Detailed syllabus and curriculum will be notified separately in the form of booklet by Homoeopathy Education Board after approval of National Commission for Homoeopathy)

- (ii) The subjects to be taught in each Professional Year have been mentioned in the Tables 3 to 6. This does not reflect the subjects for which the student will be examined. Subject for which the students shall be examined are as per table number 11, 13, 15 and 17 in these regulations.
- (iii) The following subjects shall be taught as per the syllabus laid down by Homoeopathy education board and approved by the National Commission for Homoeopathy, namely: -

**Table-3**  
(Subjects to be taught in First Professional B.H.M.S.)

Sl.No.	SubjectCode	Subject
1	HomUG-HMM-I	HomoeopathicMateriaMedica
2	HomUG-OM-I	OrganonofMedicinewithHomoeopathicphilosophy
3	HomUG-R-I	Repertoryandcasetaking
4	HomUG-HP	HomoeopathicPharmacy
5	HomUG-AHE	Anatomy,HistologyandEmbryology
6	HomUG-PB	Physiology&Bio-chemistry
7	HomUG-FPH	FundamentalsofPsychologyinrelationtoHomoeopathy
8	HomUG-Yoga	FundamentalsofYoga
9	Electives(Minimumtwo)	

- (iv) The Second Professional session shall ordinarily start after completion of First Professional examination and the following subjects shall be taught as per the syllabus laid down by the Homoeopathy education board and approved by National Commission for Homoeopathy, namely:-

**Table-4**  
(Subjects to be taught in Second Professional B.H.M.S.)

Sl.No.	SubjectCode	Subject
1.	HomUG-HMM-II	HomoeopathicMateriaMedica
2.	HomUG-OM-II	OrganonofMedicinewithHomoeopathicPhilosophy



3.	HomUG-R-II	Repertoryandcasetaking
4.	HomUG-FMT	ForensicMedicineandToxicology
5.	HomUG-PathM	PathologyandMicrobiology
6.	HomUG-CM	CommunityMedicine
7.	HomUG-Sur-I	Surgery
8.	HomUG-ObGy-I	Gynecology&Obstetrics
9.	Hom-UGPM-1	PracticeofMedicine
10.	Electives(MinimumTwo)	

- (v) The Third Professional session shall ordinarily start after completion of Second Professional examination and following subjects shall be taught as per the syllabus laid down by Homoeopathy education board and approved by the National Commission for Homoeopathy, namely: -

Table-5

(Subjects to be taught in Third Professional B.H.M.S.)

Sl.No.	SubjectCode	Subject
1	HomUG-HMM-III	HomoeopathicMateriaMedica
2	HomUG-OM-III	OrganonofMedicinewithHomoeopathicPhilosophy
3	HomUG-R-III	Repertoryandcasetaking
4	HomUG-PM-II	PracticeofMedicine
5	HomUG-Mod.Pharm	PrinciplesofModernPharmacologyvis-à-visHomoeopathicMateriaMedica
6	HomUG-Sur-II	Surgery
7	HomUG-ObGy-II	Gynecology&Obstetrics
8	Electives (MinimumTwo)	

- (vi) The Fourth Professional session shall ordinarily start after completion of Third Professional examination and following subjects shall be taught as per the syllabus laid down by Homoeopathy education board and approved by the National Commission for Homoeopathy from, namely: -

Table-6

(Subjects to be taught in Fourth Professional B.H.M.S.)

Sl.No.	SubjectCode	Subject
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1	HomUG-HMM-IV	Homoeopathic Materia Medica
2	HomUG-OM-IV	Organon of Medicine with Homoeopathic Philosophy
3	HomUG-R-IV	Repertory and case taking
4	HomUG-PM-III	Practice of Medicine
5	HomUG-RM-Stat	Research Methodology and Biostatistics
6	HomUG-Yoga.II	Therapeutic yoga and life style management

(vii) **Academic calendar:** University, Institution and College shall prepare Academic Calendar of that particular batch in accordance with the template of tentative Academic Calendar provided in these regulations in **Annexure-ii** and the same shall be circulated to students and hosted in respective websites and followed accordingly.

(viii) **Electives-**Commission has decided to introduce electives to be implemented at the BHMS course from academic year 2023-24. Electives have been a feature in medical education in many parts of the world. It constitutes an optional course of study devised to enrich the educational experience of the student.

- The elective program will start in second term of the 1st BHMS and extend through the II and III years.
- A list of elective topics will be provided as a guideline for the BHMS course student.
- Each student will be required to choose two electives each in first, second and third BHMS and complete six electives till the end of third BHMS.
- The student will make a choice and communicate the topic selected to the coordinator of respective year.
- Electives are not part of classroom work. The institute will not be required to organize any formal course or teaching program for the student to do the elective. However, institute will assign students to teacher (HOD/Guide/Mentor) of that particular year who would be responsible for encouraging and guiding student to complete the chosen electives.
- Electives will be submitted one month prior to the final examination of respective year.
- The institute will ensure that electives are freshly undertaken every year and are not copy- pasted from year to year.
- All electives will be graded and grades will be part of final mark sheet of that year:



- i) No student will be promoted unless the electives have been submitted.
- (ix) **Clinical training.** - Clinical training of the student shall start from the First Professional session onwards and subject related clinical training shall be provided in the attached hospital by the concerned faculty and department in non-lecture hours as per the requirement of the subject as mentioned below-
- a) During first professional session, clinical training shall be provided in outpatient Department (OPD), inpatient Department (IPD), community and peripheral clinics. Clinical exposure may also be arranged through appropriate audio-visual media or simulated patients as per the decision of the College. Students shall be posted to Hospital pharmacy to get familiar with prescription patterns, medicine names, dosage, dispensing of medicines etc.
  - b) During second, third and fourth professional session, clinical training shall be provided through the specialty outpatient Department (OPD) and inpatient Department (IPD), peripheral OPD and community postings where in teachers of the above departments are consultants. Students shall be involved in screening OPD, case taking & analysis, clinical examination, repertorization & investigations (including Radiology, Hematology & Pathology Laboratory) and prescription writing.
  - c) Training/ orientation on add on therapy: Training for yoga, physiotherapy & diet and nutrition shall be provided to the students by the concerned consultant.
    - (i) Clinical training for the Second Professional session shall be as per sub-clause (d) of regulation 9 and clinical attendance shall be maintained by the concerned faculty and department.
  - d) Clinical training for the Second Professional session shall be provided in accordance with the requirement of subjects as under-
    - (i) Department of Community Medicine will provide training through specialty clinics/village adoption/health programmes i.e. awareness camps, campaigns & public health programs and IPD for waste management, prophylaxis & health education programs. IPD nutritional assessment of cases under Dietitian of Hospital should be followed. Awareness about nutritional disorders and balanced diet to be included.
    - (ii) Clinical OPD, IPD and clinics functioning under School Health Programs.
  - e) Homoeopathic OPD, peripheral OPD and community OPD
  - f) Clinical training for the Third Professional session shall be as mentioned under sub-clause (d) of regulation 9 shall be on rotation basis as per the non-lecture/clinical batches and in accordance with the clinical/ non-lecture teaching hours stipulated for the following subjects, namely: -
    - (i) Homoeopathic special and general OPD and IPD with compulsory repertorization through software.



- (ii) Practice of Medicine: OPD, IPD and specialty clinics like pediatrics, pulmonology, cardiology, nephrology, gastroenterology, Dermatology, Psychiatry, Oncology or any other, functioning under the department, in attached hospital/Superspeciality hospital with MoU.
- (iii) Surgery: Eye, ENT, dental OPD and any other related specialty clinics ; Operation Theater Unit: Preparation room, post operative recovery room, Sterilization, wound care & infection control, bio-waste management and any specialty units in the attached hospital/Superspeciality hospital with MoU.
- (iv) Gynecology and Obstetrics: OPD, IPD, Labour room, procedural room, and other related specialty clinics for reproductive, mother & child health, if any
- g) the clinical training for the Fourth Professional session shall be provided in accordance with the requirement of subjects, (OPD and IPD, Physiotherapy room) during the Fourth (Final) Professional session as mentioned under sub- clause (d) of regulation 9 shall be on rotation basis as per the non-lecture/clinical batches and in accordance with the clinical/ non-lecture teaching hours stipulated for the following subjects, namely: -
  - (i) General and special Homoeopathic OPD and IPD
  - (ii) Emergency/casualty department in hospital
  - (iii) Skill lab in hospital
  - (iv) Practice of Medicine: OPD, IPD and specialty clinics (paediatrics, pulmonology, cardiology, nephrology, gastroenterology, Dermatology, Psychiatry, Oncology) functioning under the department if any, in attached hospital /Super speciality hospital with MoU.

**10) Methodology for supplementing modern advances, research and technology in Homoeopathy (SMART-Hom.).-**

- a) To accomplish the requirement under subsection (f) of section 2 of National Commission for Homocopathy Act 2020, regarding supplementation of modern advances, scientific and technological developments in Homoeopathy System of Medicine, all the fourteen Departments as mentioned in table number 2 of regulation 9, shall be supplemented, enriched and updated with relevant and appropriate advances/developments in the area of diagnostic tools, conceptual advancements and emerging areas as under-
  - (i) Innovations or advances or new developments in Basic Sciences like biology, chemistry, physics, mathematics, microbiology, bioinformatics, molecular biology etc.;
  - (ii) Diagnostic Advancements;
  - (iii) Pharmaceutical Technology including quality and standardization of drugs, drug development etc.;
  - (iv) Teaching, Training Methods and Technology;
  - (v) Research Methods, Parameters, Equipment and Scales etc;



- (vi) Technological automation, Software, Artificial Intelligence, Digitalization, Documentation etc.;
  - (vii) Biomedical Advancements;
  - (viii) Medical equipment;
  - (ix) Any other innovations, advances, technologies and developments that are useful for understanding, validating, teaching, investigations, diagnosis, treatment, prognosis, documentation, standardization and conduction of research in Homoeopathy.
- b) There shall be multidisciplinary core committee constituted by the Commission for the purpose of supplementation of modern advances, scientific and technological developments in Homoeopathy, that identify the advances and developments that are suitable and appropriate to include in anyone or multiple departments.
- c) There shall be an expert committee for each department constituted by Homoeopathy Education Board, to define and suggest the method of adaptation and incorporation of the said advances and developments and also specify the inclusion of the same at under-graduate or post-graduate level. The expert committee shall develop detailed methodology for usage, standard operating procedure and interpretation as required.
- d) Any teaching staff, practitioner, researchers, students and innovators etc. may send their suggestions through a portal specified by National Commission for Homoeopathy regarding supplementation of modern advances, scientific and technological developments in Homoeopathy and such suggestions shall be placed by Homoeopathy education board before core committee for consideration.
- e) The modern advances shall be incorporated with due interpretation of the said advances based on the principles of Homoeopathy, supported by the studies and after five years of inclusion of such advances in syllabus, they shall be considered as part of Homoeopathy syllabus.
- f) Once core committee approves the recommendations of the expert committee, National Commission for Homoeopathy shall direct the Homoeopathy education board, to include the same in curriculum of under-graduate or post-graduate as specified by expert committee and the Commission shall issue guidelines or if required to conduct orientation of teachers for incorporation of the recommended modern advancement or scientific and technological development.
- g) Composition of the Committees for SMART-Hom. -There shall be a Core Committee and an Expert Committee for each department and the composition of such committees shall be as under-
- (i) Composition of SMART-Hom. Core Committee (Homoeopathy): The SMART-Hom. shall be an eleven-member committee comprising of,-
    - (a) President, Homoeopathy Education Board—Chairman;
    - (b) four experts from Homoeopathy (one expert from Materia Medica, Organon of Medicine, repertory and practice of medicine)—members;



- (c) one expert (either retired or in service) each from CCRH, NIH, pharma industry, public health – member;
- (d) one Educational Technologist–member;
- (e) Member of Homoeopathy Education Board–Member Secretary.

Provided that the core committee can co-opt any expert as per the specific needs with due permission of the Chairperson, National Commission for Homoeopathy.

**h) Terms of Reference. –**

- (i) The term of the Committee shall be three years from the date of its constitution.
- (ii) The committee shall meet at least twice in a year.
- (iii) The committee shall identify any modern advances, scientific and technical developments as listed above that are relevant and applicable to Homoeopathy either to, -
  - a) Understand, validate, or for conduction of research activities in Homoeopathy;
  - b) Useful for diagnosis or prognostication of a specific clinical condition and treatment;
  - c) Useful for teaching and training;
  - d) Useful for health care services through Homoeopathy.
- (iv) The committee shall ensure the applicability of the identified modern advancement or scientific and technical development to basic principles of Homoeopathy with the help of the four expert members of Homoeopathy.
- (v) To identify and recommend suitable experts for the Expert Committee to develop methodology for identification of modern advance or development.
- (vi) To suggest the application of the advances or developments in terms of its usage in specific department or to incorporate in under-graduate or post-graduate syllabus etc. as the case may be.
- (vii) As the modern science and technology is ever changing, the core committee shall identify the outdated part of the modern science and technology and suggest to the National Commission for Homoeopathy to replace it with the appropriate modern advances.

**i) Composition of Expert Committee (Homoeopathy). –**

The Expert Committee shall be constituted by Homoeopathy Education Board comprising of five members as under –

- (i) Subject Expert as decided by Homoeopathy Education Board – Chairman;
- (ii) two experts from relevant Homoeopathy subjects (one from UG and One from PG) – members;
- (iii) one expert from relevant modern subject – member;
- (iv) one expert from teaching technology – member.

Provided that the Expert Committee can co-

opt concerned expert in accordance to these selected area with the permission of President, Homoeopathy Education Board.

**j) Terms of Reference. –**



- (i) The term of the committee shall be three years from the date of its constitution;
- (ii) The expert committee shall meet as many times as per the direction of the President Homoeopathy Education Board (HEB);
- (iii) The expert committee shall work on the suggestion from the core committee and decide how to incorporate it in the syllabus, its mode of teaching (i.e., lecture/non-lecture) and the assessment with the help of educational technologist, experts;
- (iv) The expert committee shall first understand the application of modern advances that are identified to incorporate and its relevance to the basic principles of Homoeopathy;
- (v) The expert committee shall also identify the need of advance technology in Homoeopathy particular to that vertical and identify the suitable technology and recommend its usage along with the standard operating procedure or methodology;
- (vi) The expert committee shall suggest core committee regarding the modern advances and technology to be included at under-graduate or post-graduate level.

#### 11) EXAMINATION. -

##### a) GENERAL GUIDELINES FOR EXAMINATION, RESULT AND RE-ADMISSION

- (i) The Universities shall conduct the examination for the degree course in various states or the agencies empowered by an Act of Parliament.
- (ii) The examining body shall ensure that the minimum number of hours for lecture/demonstration/practical/seminar etc. in the subjects in each BHMS examination as specified in respective regulations are followed before allowing medical institutions to send the students for university examination.

The examining body shall ensure that the students of the medical institutions, who do not fulfill the criteria laid down in these regulations are not sent for the University Examination.

Each student shall be required to maintain minimum seventy-five percent attendance in each subject in theory (i.e., lecture hours) practical and clinical (i.e., non-lecture hours) separately for appearing in examination.

- (iii) Where the institute is maintaining physical register, it shall be recorded in cumulative numbering method as per Annexure-iii and at the end of the course/ term/ part of the course, after obtaining each student signature, the same is to be certified by respective Head of the Department and approved by Head of the Institute.
- (iv) The approved attendance shall be forwarded to the university.
- (v) Internal assessment examinations to be conducted by medical institutions during Ist, IInd, IIIrd and IVth BHMS professional years. The weightage



of internal assessment shall be 20 per-cent of the total marks specified for each subject for main university examination.

- (vi) Internal assessment examination shall include 01 periodic assessment and 01 term test in each term of 6 months.
- (vii) It is compulsory for every student to pass with minimum 50% marks in the internal assessment examinations prior to filling the final university examination form of the respective professional year. Head of medical institution will send the marks of internal assessment and term test to the University prior to final examination of any professional year.
- (viii) There shall be no separate class for odd batch student (those students who could not keep the term) and the student has to attend the class along with regular batch or with junior batch as applicable.
- (ix) To become eligible for joining the Compulsory Rotatory Internship programme, all four professional examinations shall be passed and qualified in six electives and entire course of BHMS (including internship) should be completed within a period of maximum ten years.
- (x) The theory examination shall have twenty per cent. marks for Multiple Choice Questions (MCQ), forty per cent. marks for Short Answer Questions (SAQ) and forty per cent. marks for Long Explanatory Answer Questions (LAQ) and these questions shall cover the entire syllabus of the subject.
- (xi) Each theory examination shall be of two and half hour duration.
- (xii) The minimum marks required for passing the examination shall be fifty percent. in theory component and fifty percent in practical component (that include practical, clinical, viva-voice, internal assessment and electives wherever applicable) separately in each subject.
- (xiii) Evaluation of electives: Electives shall be assessed in terms of attendance and assessment by grading: -
  - a) Grading shall be only for two electives per professional session.
  - b) Grading shall be mentioned in the University mark sheet of student.
  - c) The examination branch of the institution shall compile the grade of electives obtained by students and submit to university through the head of institution so that the University shall add the same to final mark sheet of the student.
- (xiv) Grading of electives:
  - a) Electives will be assessed by the teacher who has guided to the student.
  - b) The following points would guide the assessor:
    - (i) Depth of problem definition – 15%
    - (ii) Extent of work undertaken – 20%
    - (iii) Innovation – 15%
    - (iv) Logical and integrated way of presentation – 20%



- (v) Quality of learning derived – 20%
    - (vi) Adequacy of references undertaken – 10%
  - c) The final grades would be as follows:
    - (i) “A” – Excellent (above 70%)
    - (ii) “B” – Good (above 60 %)
    - (iii) “C” – Average (around 50%)
    - (iv) “D” – below average (around 40%)
    - (v) “E” – Poor (below 40%)
  - d) The student will need to get a minimum ‘C’ grade in all the electives in order to pass the BHMS course
- (xv) The Practical/oral examination shall be completed immediately after the theory examination.
- (xvi) The examining body shall hold examinations on such date and time as the examining body may determine. The theory and practical examination shall be held in the premises of the Homoeopathic Medical College concerned.
- (xvii) There shall be a regular examination and a supplementary examination in a year and the supplementary examination shall be conducted within six months of declaration of results (including issue of mark sheets).
- (xviii) A candidate obtaining sixty-five per cent. and above marks shall be awarded first class in the subject and seventy-five percent and above marks shall be awarded distinction in the subject.
- (xix) The award of class and distinction shall not be applicable for supplementary examinations.
- (xx) For non-appearance in an examination, a candidate shall not have any liberty for availing additional chance to appear in that examination.
- (xxi) If a student fails to appear in regular examination for cognitive reasons, he may appear in supplementary examination as regular student and his non-appearance in regular examination shall not be treated as an attempt.
- (xxii) Any diploma/degree qualification, at present included in II and III schedule of the Homoeopathy central council act where nomenclature is not in consonance with these regulations shall cease to be recognised medical qualification when granted after commencement of these regulations. However, this clause will not apply to the students who are already admitted to these courses before the enforcement of these regulations.
- (xxiii)
  - a) **APPOINTMENT OF EXAMINERS:**
    - (i) No person shall be appointed as an external or internal examiner or paper setter or moderator in any of the subjects the Professional examination leading to and including the final Professional examinations for the award of the BHMS degree, unless he has taken at least five years previously, a M.D.(Hom.) degree of a recognized university or



- an equivalent qualification in the particular subject as per recommendation of the Commission on teachers' eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.
- (ii) non-medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite PG qualifications and five-year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
  - (iii) External examiners shall not be from the same university and preferably be from outside the state.
  - (iv) The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
  - (v) A university having more than one college shall have separate sets of examiners for each college, with internal examiners from the concerned college.
  - (vi) External examiners shall rotate at an interval of 2 years.
  - (vii) There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
  - (viii) Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.
- b) University Examination:**
- (i) **First B.H.M.S Examination:**
    - a) The student shall be admitted to the First B.H.M.S examination provided that he/she has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of head of the medical institution.
    - b) The process of examination conduction and its results of First BHMS must be completed between 17th to the 18th Month from the date of admission.
    - c) In order to be declared as "Passed" in First BHMS examination, a candidate



has to pass all the subjects of university examination including the internal assessment examination.

**(ii) Second B.H.M.S Examination:**

- a) No candidate shall be admitted to the Second B.H.M.S examination unless she/she has passed the First B.H.M.S examination and has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of the Head of the Homoeopathic Medical College.
- b) The process of examination conduction and its results of Second BHMS must be completed between 29th to the 30th Month from the date of admission.
- c) In order to be declared "passed" in the Second BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessment examination.

**(iii) Third B.H.M.S Examination:**

- a) No candidate shall be admitted to the Third B.H.M.S examination unless she/she has passed the Second B.H.M.S examination and has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of the Head of the Homoeopathic Medical College.
- b) The process of examination conduction and its results of Third BHMS must be completed between 41st to the 42nd Month from the date of admission.
- c) In order to be declared as "passed" in the Third BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessment examination.

**(iv) Fourth Year Examination:**

- a) No candidate shall be admitted to the Fourth BHMS examination unless she/she has passed the Third BHMS examination and has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of the Head of the Homoeopathic Medical College.
- b) The process of examination conduction and its results of Third BHMS must be completed between 53rd to the 54th Month from the date of admission.
- c) In order to be declared as "passed" in the Fourth BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessment examination.

**c) Result**



- (i) The examining body shall ensure that the results of the examination are published within one month of the last date of examination so that students can complete the course in 5½ yrs. after admission.
  - (ii) Candidates who have passed in one or more subjects need not to appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
  - (iii) Facility to keep term: Notwithstanding with the foregoing regulations, the student shall be allowed the facility to keep term on the following conditions:
    - a) The candidate shall pass First B.H.M.S examination in all the subjects at least one term (six months) before he/she is allowed to appear in the Second B.H.M.S examination.
    - b) The candidate must pass the Second B.H.M.S examination at least one term (6 months) before he/she is allowed to appear in the Third B.H.M.S examination.
    - c) The candidate must pass the Third B.H.M.S examination at least one term (6 months) before he/she is allowed to appear in the Fourth B.H.M.S examination.
  - (iv) The student who has not passed any of the four professional examinations even after exhausting all four attempts, shall not be allowed to continue his or her studies; provided that in case of serious personal illness of student and in any unavoidable circumstances, the vice chancellor of concerned university may provide two more chances in any one of four professional examinations.
  - (v) The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the National commission for Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
  - (vi) The University or examining authority shall have the discretion to award grace marks at the maximum up to ten marks in total if a student fails in one or more subjects.
- 12) **ASSESSMENT.**-Assessment of students shall be in the form of Formative and Summative Assessments as under-
- a) **Formative Assessment.**-Students shall be assessed periodically to assess their performance in the class, to determine the understanding of B.H.M.S. course material and their learning outcome in the following manner:-
    - (i) Periodical Assessments shall be carried out in the theory and at the end of teaching of a topic or module or a particular portion of syllabus. The following evaluation method may be adopted as appropriate to the content.



Table -7  
Evaluation Method for Periodical Assessment

Sl.No.	Evaluationcriteria
1.	Practical/ClinicalPerformance
2.	Viva Voce, MCQs,MEQ(ModifiedEssayQuestions/StructuredQuestions)
3.	OpenBookTest(ProblemBased)
4.	SummaryWriting(ResearchPapers/Synopsis)
5.	ClassPresentations; WorkBookMaintenance
6.	ProblemBasedAssignment
7.	ObjectiveStructuredClinicalExamination(OSCE),ObjectiveStructuredPracticalExamination(OPSE),MiniClinicalEvaluationExercise(Mini-CEX),DirectObservationofProcedures(DOP),CaseBasedDiscussion(CBD)
8.	Extra-curricularActivities,(SocialWork,PublicAwareness,Surveillance/ProphylaxisActivities,SportsorOtherActivitieswhich maybedecidedbytheDepartment).\
9.	SmallProject

(ii)

- a) **I BHMS:** There shall be minimum three periodical assessments for each subject (ordinarily at 4th , 9th, and 14thmonth) and two term (ordinarily at 6th and 11th month ) and pre university examination ( ordinarily at 16th month ) before final University examinations.
- b) **II BHMS, III BHMS & IV BHMS:** There shall be minimum two periodical assessment at 4th and 9th month and one term exam at 6th month and pre university examination at 10th month conducted by the College before final university examination.
- c) the example for first BHMS scheme and calculation of assessment shall be as per the following tables, namely



Table-8 PERIODIC AND TERMINAL TESTS IN INTERNAL ASSESSMENT TABLE

S.No.	Subject	Periodic Exam assessment				Terminal Test(TT)and Preliminary Exam(PE)			Total	Convert to 10 marks	Convert to 20 marks	Final internal assessment mark for theory (Total A +B/2= C)	Final internal assessment mark for practical
		Theory only	1 <sup>st</sup> PE	2 <sup>nd</sup> PE	3 <sup>rd</sup> PE	Total marks obtained	Converted to 10 marks	Converted to 20 marks	1 <sup>st</sup> TT	2 <sup>nd</sup> TT	PE	(1 <sup>st</sup> TT+2 <sup>nd</sup> TT+PE)	Total marks obtained in practical
									Theory only	Practical	Theory only	Practical	Total marks obtained in practical



1.	OM	10	6/1 0	5/1 0	7/1 1	18/3 0	18*1 0/30 =6	30/40 6	10/6 6	25/40 4	10/7 7	10/54 0	10/9 9	90* 10/1 20= 6	8	6	6+6/2=6/ 10	8
2.	AH E	20						80	80	80	80	80	80					
3.	PB	20						80	80	80	80	80	80					
4.	HP	20						80	20	80	20	80	20					
5.	HM M	10						40	10	40	10	40	10					
6.	FP H	10						40	10	40	10	40	10					

\* Above chart applicable for subject of 100 marks (80+20) and Subject of 50 marks (40+10). Those subjects with 02 theory papers with 80 marks each, the final internal assessment scores should be multiplied by 2. Similar pattern can be adopted for IInd, IIIrd and IVBHMS.



Table-9

[Scheme of Assessment (Formative and Summative)]

Sl.No.	Professional Course	Duration of Professional Course			
		First Term	Second Term	Third Term and University exam	
1	First Professional B.H.M.S.	First PA and First TT-1	Second PA and Second TT-2	Third PA and PE	First Professional B.H.M.S. Exam
		First Term	Second Term and University exam		
2	Second Professional B.H.M.S.	First PA and First TT-1	Second PA and PE		Second Professional B.H.M.S. Exam
3	Third Professional B.H.M.S.	First PA and First TT	Second PA and PE		Third Professional B.H.M.S. Exam
4	Fourth (Final) Professional B.H.M.S.	First PA and First TT	Second PA and PE		Fourth (Final) Professional exam

PA: Periodical Assessment; TT: Term Test; PE: pre university exam

UE: University Examinations

## b) Summative Assessment. –

- Final University examinations conducted at the end of each professional B.H.M.S. shall be the Summative Assessment.
- There shall be double valuation system and shall be no provision for revaluation.
- There shall be two examiners (one internal and one external) University practical/clinical/viva voce examinations. It shall increase to 4 (2 internal and two external) for 200 marks
- While declaring the result of Summative Assessment, Internal Assessment components shall be considered as per the distribution of marks pattern provided in Tables 11, 13, 15 and 17.

## 13) The Profession wise Subjects, Number of Papers, Teaching Hours and Marks Distribution shall be as per the following tables, namely: -

Table-10 First Year B.H.M.S (3 terms)			
No. of Hours per Day: 7, Working Days: 324; divide in three terms Teaching hours : 2268; Foundation Course = 15 Working days (90 hours) Remaining Hours: 2178			
Subject	Number of teaching hours		
	Lectures	Non-Lectures	Total
HomUG-OM-I	150	143	293
HomUG-AHE	325	325	650
HomUG-PB	325	325	650

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HomUG-IIP	100	120	220
HomUG-HMM-I	120	75	195
HomUG-Rep-I	20	-	20
HomUG-FPH	30	20	50
HomUG-Yoga	50	50	100
<b>Total</b>	<b>1120</b>	<b>1058</b>	<b>2178</b>

**Table-  
11 (Number of Papers and Marks Distribution for First Professional B.H.M.S. Subjects)**

Sl No	Subject Code	Papers	Theory	IA	Practical or Clinical Assessment					Grand Total
					Practical/Clinical	Viva	IA	Electives grade obtained	Marks obtained	
1	HomUG-OM-I	1	40	10	20	20	10			100
2	HomUG-AHE	2	160	40	80	80	40			400
3	HomUG-PB	2	160	40	80	80	40			400
4	HomUG-IIP	1	80	20	40	40	20			200
5	HomUG-HMM-I	1	40	10	20	20	10			100
6	HomUG-FPH	1	40	10	30	10	10			100
7	HomUG-Yoga	1	40	10	30	10	20			100
<b>Grand Total</b>										<b>1400</b>

**Table-12 Second Professional B.H.M.S.  
Working days=216, Teaching hours=1512**

Sl.No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	HomUG-HMM-II	150	30	180
2	HomUG-OM-II	150	30	180
3	HomUGRep-II	20	30	50
4	HomUG-FMT	120	50	170
5	HomUG-Path-Micr	200	80	280

C



6	HomUG-CM	135	100	235
7	HomUG-PM-I	80	92	172
8	HomUGSurgeryI	54	45	99
9	HomUGGynecologyI	80	66	146
		989	523	1512

Table-13(NumberOfPapersandMarksDistributionforSecondProfessional B.H.M.S.Subjects)										
Sl. No.	SubjectCo de	Papers	Theory	Practical orClinica l	PracticalorClinicalAssessment				SubTotal( marksobt ained)	Grand Total
					Viva	Elective	IA			
							Theory	Practi cal		
1.	HomUG- HMM-II	1	80	40	40		20	20		200
2.	HomUG- OM-II	1	80	40	40		20	20		200
3.	HomUG- FMT-I	1	80	40	40		20	20		200
4.	HomUG ~ PathMic r	2	160	40	40		40	20		300
5.	HomUG-CM	1	80	40	40		20	20		200
GrandTotal										1200

Table-14Third ProfessionalB.H.M.S. Workingdays=216,Teachinghours=1512				
Sl.No.	SubjectCode	Numberofteachinghours		
		Lectures	Non-Lectures	Total
1	HomUG--HMM-III	150	80	230
2	HomUG-OM-III	150	80	230
3	HomUG-R-III	100	80	180
4	HomUG-PM-II	150	150	300



5	HomUGSurgeryII	150	120	270
6	HomUGGynecII	150	107	257
7	Hom.UG-Mod.Pharm-I	45	-	45
	<b>GrandTotal</b>	<b>895</b>	<b>617</b>	<b>1512</b>

Table-15(Number of Papers and Marks Distribution for Third Professional B.H.M.S.Subjects)										
Sl. No.	Subject Code	Papers	Theory	Practical or Clinical Assessment					Sub Total	Grand Total
				Practical or Clinical	Viva	Electives	IA			
							Theory	practical		
1	HomUG-HMM-III	1	80	40	40		20	20		200
2	HomUG-OM-III	1	80	40	40		20	20		200
3	Hom-UG-R-III	1	80	40	40		20	20		200
4	Hom-UGSurgeryII	2	160	80	80		40	40		400
5	Hom-UGGynII	2	160	80	80		40	40		400
6	HomUG-Mod.Pharm	1	40	-	40		20	---		100
GrandTotal										1500

<b>Table-16FourthProfessionalB.H.M.S.</b>				
<i>Workingdays=216,Teachinghours=1512</i>				
Sl.No.	SubjectCode	Numberofteachinghours		
		Lectures	Non-Lectures	Total
1	HomUG-HMM-IV	202	100	302
2	HomUG-ORG-IV	150	100	250
3	HomUG-REP-IV	50	150	200
4	HomUG-PM-III	300	350	650
5	HomUG-RM-Stat.	35	25	60
6	HomUG-Yoga-II	25	25	50
	<b>Total</b>	<b>737</b>	<b>775</b>	



GrandTotal	1512
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Table-17(NumberOfPapersandMarksDistributionforFourthProfessionalB.H.M.S.Subjects)									
Sl. No.	SubjectCode	Papers	Theory	Practical orClinical al	PracticalorClinical Assessment				Grand Total
					Viva	IA		SubTo tal (marksob tained)	
						Theory	Practic al		
1	HomUG-HMM-IV	2	160	80	80	20	20		400
2	HomUG-ORGIV	1	80	40	40	20	20		200
3	HomUG-REPIV	1	80	40	40	20	20		200
4	HomUG-PM-III	3	240	80	80	60	40		500
5	HomUG-RM-Stat.	1	40	20	20	10	10		100
6	HomUG-Yoga-II	1	40	20	20	10	10		100
	GrandTotal								1500

**14) MIGRATION OF STUDENT DURING THE STUDY: -**

- The student may be allowed to take the migration to continue their study to another college after passing the First professional examination, but failed student's transfer and mid-term migrations shall not be allowed.
- For migration, the students shall have to obtain the mutual consent of both colleges and Universities and it shall be against the vacant seat.

**15) COMPULSORY ROTATORY INTERNSHIP TRAINING:**

- Objectives of the Internship Programme
  - To expose intern to Clinical and Homoeopathic training to become a competent Homoeopathic Physician capable of functioning independently and effectively under Rural and Urban setups;
  - To develop and sharpen sensitivity and sensibility to receive patient;
  - To develop clinical diagnostic skills, documentation, communication skills and professional ethical attitudes;
  - To develop and foster clinical judgment and decision-making skills;
  - Learn to integrate various knowledge and apply to manage different clinical conditions;
  - Know the functioning of the health care system in the community;
  - Get acquainted with the National Health Programmes



- b)
- (i) Each candidate shall be required to undergo compulsory rotatory internship including internship orientation and finishing programme within one year from passing of fourth B.H.M.S. examination.
  - (ii) Ordinarily the internship programme shall commence on first working day of April for regular batch students and first working day of September for supplementary batch students.
  - (iii) The student shall be eligible to join the compulsory internship programme after passing all the subjects from First to Fourth (Final) Professional examination including six electives and after getting Provisional Degree Certificate from respective Universities and Provisional Registration Certificates from respective State Board or Council for Compulsory Rotatory Internship.
- c) **Stipend:** During internship, to the interns belonging to Central Government, State Government and Union territory institution and all the private homoeopathy medical colleges/institution, the stipend shall be paid at par with other medical systems under respective Government and there shall not be any discrepancy between medical systems.
- d) **Migration during Internship.-**
- (i) Migration of internship shall be with the consent of both the Colleges and University; in the case where migration is between the colleges of two different Universities.
  - (ii) If migration is only between colleges of the same university, the consent of both the colleges shall be required.
  - (iii) Migration shall be accepted by the university on the production of the character certificate issued by the institute or college and the application forwarded by the college and university with a 'No Objection Certificate' as the case may be.
- e) **Orientation Programme:** The objective of the orientation programme is to introduce the activities to be undertaken during the internship
- (i) The interns shall mandatorily attend an orientation programme regarding internship and it shall be the responsibility of the teaching institution to conduct the orientation before the commencement of the internship.
  - (ii) The orientation shall be conducted with an intention to make the intern to acquire the requisite knowledge about
    - a) Rules and Regulations of the Medical Practice and Profession,
    - b) Medical Ethics,
    - c) Medico Legal Aspects,
    - d) Medical Records,
    - e) Medical Insurance,
    - f) Medical Certification,
    - g) Communication Skills,



- h) Conduct and Etiquette,
- i) National and State Health Care Programme.
- j) Project work
- (iii) The orientation workshop shall be organized at the beginning of internship and an e-logbook shall be maintained by each intern, in which the intern shall enter date-wise details of activities undertaken by him during orientation.
- (iv) The period of orientation shall be for 7 days.
- (v) The manual for conducting the orientation as prescribed from time to time by the National Commission for Homoeopathy shall be followed.
- f) **Finishing Programme:**
  - (i) There will be a finishing programme for 3 days at the end of the internship
  - (ii) **Programme Description:** This programme is designed for the interns and will consist of ten sessions spread over a period of three days. The program may include both online and offline modes of training. It is aimed to enlighten the interns on various career opportunities available after successful completion of the program and how to equip themselves to meet the requirements and fulfill their dreams.
  - (iii) **Programme Outcomes:** After successful completion of this training the student will be able to
    - a) List the various career opportunities available after successful completion of the degree program.
    - b) Identify their Strengths and Weakness
    - c) Choose a career of their choice
    - d) Enumerate the requirements to be met to become a successful professional
    - e) Demonstrate positive outlook and attitude towards the profession
    - f) Exhibit better skills in communication, problem solving, writing, team building, time management, decision making etc.
    - g) Demonstrate ethical and professional values and be a compassionate and caring citizen / professional.
  - (iv) **Training Components:**
    - a) Job opportunities after successful completion of the program
    - b) Study opportunities in India and abroad after successful completion of the program
    - c) Entrepreneurship opportunities after successful completion of the program
    - d) Research opportunities after successful completion of the program
    - e) Public Service opportunities after successful completion of the program
    - f) Training and awareness about Competitive exams
    - g) Self analysis to choose the right option
    - h) Building Interpersonal & Soft Skills including Interview skills, Leadership skills, Resume writing skills, problem solving and decision making skills
    - i) Certificate writing and prescription writing and medico-legal issues relevant to the profession



- j) Loan assistance and other scholarship facilities available for establishment and study.
- k) Ethical/ Professional and Social responsibilities after successful completion of internship
- g) **Activities during Internship.-These will be two fold**
  - (i) **Clinical work in the OPD/College hospital/MoU hospital/Primary Health Centre or Community Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy.**  
The daily working hours of intern shall be not less than eight hours; the intern shall maintain a log book containing all the activities undertaken by him/her during internship.  
Clinical work during internship can be done as per options provided below:
  - A) **Option I.-Divided into clinical training of nine months in the Homoeopathy hospital attached to the college and three months in Primary Health Centre or Community Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy.**
    - (i) The interns shall be posted in any of the following centers where National Health Program are being implemented and these postings shall be to get oriented and acquaint the knowledge of implementation of National Health Programme in regard to,-
      - a) Primary Health Centre;
      - b) Community Health Centre or Civil Hospital or District Hospital;
      - c) Any recognized or approved Homoeopathy Hospital or Dispensary;
      - d) In a clinical unit/Hospital of Central Council for Research in Homoeopathy;
    - (ii) All the above institutes mentioned in clauses (a) to (d) shall have to be recognized by the concerned University or Government designated authority for providing such training.
    - (iii) During the three months internship training in Primary Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or Community Health Centre or District Hospital or any recognized or approved hospital of Modern Medicine or Homoeopathy Hospital or Dispensary, the intern shall:
      - a) get acquainted with routine of the Primary Health Centre and maintenance of their records;
      - b) get acquainted with the diseases more prevalent in rural and remote areas and their management;



- c) involve in teaching of health care methods to rural population and also various immunization programme;
- d) get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
- e) develop research aptitude;
- f) get familiarized with the work of maintaining the relevant register like daily patient register, family planning register, surgical register, etc. and take active participation in different Government health schemes or programme;
- g) participate actively in different National Health Programme implemented by the State Government.

## (iv) The

record of attendance during three months in (PHC/CHC/Dispensary/clinical unit/Hospital of Central Council for Research in Homoeopathy) must be maintained by the student according to their posting and should be certified by the medical officer where student undergone the training and shall be submitted and counter certified to Principal of college on monthly basis.

**B) Option II.** - All twelve months in Homoeopathy hospital attached to the college.

- (i) The record of attendance during twelve months in hospital attached to college must be maintained by the student according to their posting and should be certified by the medical officer where student undergone the training and shall be submitted and counter certified by Dean/Principal of college on monthly basis.

**C) Division of Clinical work during posting in Option I & option II is as below:**

Table- 18 (Distribution of Internship)			
Sl. No.	Departments	Option I	Option II
1.	Practice of Medicine OPD including Psychiatry and Yoga, Dermatology, and related specialties and respective IPD	2 months	3 months
2.	Surgery OPD including OT, related specialties and Ophthalmology, ENT respective IPD	1.5 months	2 months
3.	Gynecology & Obstetrics OPD, related specialties including OT, and respective IPD	1.5 months	2 months
4.	Pediatric OPD related specialties including NICU, and respective IPD	1 month	2 months
5.	Community Medicine OPD related specialties including Rural/Public Health/MCH respective IPD	2 months	2 months
6.	Casualty	1 month	1 month



7.	Primary Health Centre or Community Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy	3 months	
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➤ The intern shall undertake the following activities in respective department in the hospital attached to the College, namely:-

1) Practice of Medicine.-

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- a) all routine works such as case taking, investigations, diagnosis and management of diseases with Homoeopathic medicine;
- b) routine clinical pathological work such as hemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, interpretation of laboratory data and clinical findings and arriving at a diagnosis and all pathological and radiological investigations useful for monitoring the deterioration of different disease conditions;
- c) Training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicines schedule.

2) Surgery.- The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- a) Clinical examination, Diagnosis and Management of common surgical disorders according to Homoeopathic principles using homoeopathic medicines;
- b) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
- c) Intern shall be involved in Pre-operative and Post-operative managements;
- d) Surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
- e) Examination of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and
- f) Practical training of aseptic and antiseptic techniques, sterilization;
- g) Practical use of local anaesthetic techniques and use of anaesthetic drugs;
- h) Radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
- i) Surgical procedures and routine ward techniques such as-
  - (i) suturing of fresh injuries;
  - (ii) dressing of wounds, burns, ulcers and similar ailments;
  - (iii) incision and drainage of abscesses;



(iv) excision of cysts and;

(v) venesection;

**3) - Gynaecology & Obstetrics.-**

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- a) Antenatal and post-natal problems and their remedies, antenatal and post-natal care;
- b) Management of normal and abnormal labors; and
- c) Minor and major obstetric surgical procedures.
- d) all routine work such as case taking, investigations, diagnosis and management of common Gynaecological conditions with Homoeopathic medicine;
- e) Screening of common carcinomatous conditions in women.

**4) Paediatrics:** The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- a) Care of new-born along with immunization programme;
- b) Important paediatric problems and their Homoeopathic management;

**5) Community Medicine.-**

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- a) Programme of prevention and control of locally prevalent endemic diseases including nutritional disorders, immunization, management of infectious diseases, etc.;
- b) Family welfare planning programme;
- c) All National Health Programmes of Central Government at all levels
- d) Homoeopathic prophylaxis and management in cases of epidemic/ endemic/ pandemic diseases.

**6) Emergency or Casualty Management.-** The intern shall be practically trained to acquaint with and to make him competent to deal with all emergency conditions and participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals.

**(ii) Project work-**

- a) Each intern will undertake a Project utilizing the knowledge of Research Methodology and Biostatistics acquired in the IVBHMS.
- b) It would be the responsibility of the intern to choose the topic of the subject (clinical/community/education) within the first month of the internship and will communicate to the Intern programme coordinator
- c) The Project will run through 3 phases of Planning (3 months), Data collection (3 months) and Finalization and writing (3 months)
- d) The writing will be as per the format taught in the course on Research Methodology and will be minimal 1500 words. It will be typewritten and submitted in a spiral binding as well as in the electronic format
- e) The Project will end with a brief presentation to the IVBHMS students



- f) The Principal will assign a teacher to evaluate the project which will be with respect to the following
- (i) Originality of the idea
  - (ii) Scientific methodology followed in formulating the idea and the design
  - (iii) Analysis
  - (iv) Results and conclusion
  - (v) Merit of writing
  - (vi) The grades will range from A (70% and above), B (60 - 70%), C (50-60%) and D (below 50%)

A Certificate will be awarded to the intern stating the Title of the Project and grade received.

**h) Electronic Logbook. -**

- (i) It shall be compulsory for an intern to maintain the record of procedures done/assisted/observed by him on day-to-day basis in a specified e-logbook and the intern shall maintain a record of work, which is to be verified and certified by the Medical Officer or Head of the Unit or Department under whom he works.
- (ii) Failure to produce e-logbook, complete in all respects duly certified by the concerned authority to the Dean/Principal/Director at the end of Internship Training Programme, may result in cancellation of his performance in any or all disciplines of Internship Training Programme.
- (iii) The institution shall retain soft copy of the completed and certified -log book and is to be made available for the verification.

**i) Evaluation of Internship. -**

- (i) The evaluation system shall assess the skills of a candidate while performing the minimum number of procedures as enlisted with an objective that successful learning of these procedures will enable the candidates to conduct the same in his actual practice.
- (ii) The evaluation shall be carried out by respective Head of Department at the end of each posting and the reports shall be submitted to Head of the institute in Form-1 under **Annexure-iv**
- (iii) On completion of one year of compulsory rotatory internship including submission of project, the Head of the Institute evaluate all the assessment reports in the prescribed Form-1 under **Annexure-iv**, provided by various Head of the Department at the end of respective posting and if found satisfactory, the intern shall be issued Internship Completion Certificate in Form-2 under **Annexure-v** within seven working days.
- (iv) If a candidate's performance is declared as unsatisfactory upon obtaining below fifteen marks as per Form-2 under **Annexure-v** or less than fifty per cent. of marks, in an assessment in any of the Departments, he shall be required to repeat the posting in the respective department for a period of thirty per-cent of the total number of days, laid down for that department in Internship Training and posting.



- (v) Candidate shall have the right to register his grievance in any aspects of conduct of evaluation and award of marks, separately to the concerned Head of the Department and Head of the Institution, within three days from the date of completion of his evaluation, and on receipt of such grievance, the Head of the Institution in consultation with the Head of the concerned Department shall redress and dispose of the grievance in an amicable manner within seven working days.
- j) **Leave for interns. -**
- (i) During compulsory rotatory internship of one year, 12 days of leave are permitted.
  - (ii) Any kind of absence beyond 12 days shall be extended accordingly.
  - (iii) Intern cannot take more than three days including prefix or suffix of any kind of holidays leave at a time.
- k) **Completion of internship:** If there is any delay in the commencement of internship or abnormal break during internship due to unavoidable conditions, in such cases, internship period shall be completed within maximum period of 24 months from the date of passing the qualifying examination of Forth(Final) Professional B.H.M.S.
- (i) Provided that in such cases, the students shall take prior permission from the Head of the institution in writing with all supporting documents thereof;
  - (ii) It shall be the responsibility of the head of the institution/college to scrutinize the documents, and assess the genuine nature of the request before issuing permission letter;
  - (iii) While re-joining internship, the students shall submit the request letter along with supporting documents, and all necessary documents supporting his application.
- 16) **TUITION FEE.**- Tuition fee as laid down and fixed by respective governing or fee fixation committees as applicable shall be charged for four and half years only and no tuition fee shall be charged for extended duration of study in case of failing in examinations or by any other reasons and there shall not be any fee for internship doing in the same institute.



**Appendix (A)**  
**(SecRegulation6(4))**

SCHEDULE relating to "SPECIFIED DISABILITY" referred to in clause (zc) of section 2 of the Right of Persons with Disabilities Act, 2016 (49 of 2016), provides as under:-

**1) Physical disability-**

a) Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

(i) "Leprosy cured person" means a person who has been cured of leprosy but is suffering from-

- a) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity,
- b) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity,
- c) Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly,

(ii) "Cerebral palsy" means a group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.

(iii) "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less,

(iv) "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscular. It is



characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue,

- (v) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**b) Visual impairment-**

- (i) "blindness" means a condition where a person has any of the following conditions, after best correction-

- a) Total absence of sight, or
- b) Visual acuity less than  $\frac{3}{60}$  or less than  $\frac{10}{200}$  (Snellen) in the better eye with best possible correction, or
- c) Limitation of the field of vision subtending an angle of less than 10 degree.

- (ii) "Low-

vision" means a condition where a person has any of the following conditions, namely :-

- a) Visual acuity not exceeding  $\frac{6}{18}$  or less than  $\frac{20}{60}$  upto  $\frac{3}{60}$  or upto  $\frac{10}{200}$  (Snellen) in the better eye with best possible corrections; or
- b) Limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree.

**c) Hearing impairment-**

- (i) "Deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

- (ii) "Hard of hearing" means a person having 60 DB hearing loss in speech frequencies in both ears,

- d) "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

- e) Intellectual disability a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including-

- (i) "Specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes



such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

- (ii) "Autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others and is frequently associated with unusual or stereotypical rituals or behaviours.

2). **Mental behaviour-** "means illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviours, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person,

3) **Disability caused due to-**

a) **Chronic neurological conditions, such as-**

- (i) "Multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other.
- (ii) "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

b) **Blood disorder-**

- (i) "Haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding,
- (ii) "Thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of haemoglobin.
- (iii) "Sickle cell disease" means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage, "Haemolytic" refers to the destruction of cell membrane of red blood cells resulting in the release of haemoglobin,



- 4) Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental and educational problems.
- 5) Any other category as may be notified by the Central Government from time to time.

#### Appendix B

(See regulation 6 (4))

#### Guidelines regarding admission of students, with "Specified Disabilities" under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), in B.H.M.S.

- 1) The "Certificate of Disability" shall be issued in accordance with the Rights of Persons with Disabilities Rules, 2017, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R. 591 (E), dated the 15th June, 2017.
- 2) The extent of "specified disability" in a person shall be assessed in accordance with the "guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 (49 of 2016)", published in the Gazette of India, Extraordinary, Part II, section 3, Sub-section (ii), vide number S.O. 76 (E), dated the 4<sup>th</sup> January, 2018.
- 3) The minimum degree of disability should be 40% (Benchmark Disability) in order to be eligible for availing reservation for persons with specified disability.
- 4) The term 'Persons with Disabilities' (PwD) is to be used instead of the term 'Physically Handicapped' (PH)

TABLE

Sl.No.	Disability Category	Type of Disabilities	Specified Disability	Disability Range		
				(5)		
(1)	(2)	(3)	(4)	Eligible for B.H.M.S. Programme, Not Eligible for	Eligible for B.H.M.S. Programme, Eligible for PwD Quota	Not Eligible for Programme,

				PwD Quota		
1.	Physical Disability	(A) Locomotor Disability, including Specified Disabilities (a to f).	(a) Leprosy cured person* (b) Cerebral Palsy** (c) Dwarfism (d) Muscular Dystrophy	Less than 40% disability	40-80% disability Persons with more than 80% disability may also be allowed on case to case basis and their functional incompetency will be the aid of assistive devices, if it is being used, to see if it is bro	More than 80%



		(e) Acid attack victims	ught below 80% and whether they possess sufficient motor ability as required to pursue and complete the programme satisfactorily.
		(f) Other** such as Amputation, Poliomyelitis, etc.	

			<p>* Attention should be paid to loss of sensations in fingers and hands, amputation, as well as involvement of eyes and corresponding recommendations be looked at.</p> <p>** Attention should be paid to impairment of vision, hearing, cognitive function etc. and corresponding recommendations be looked at.</p> <p>*** Both hands intact, with intact sensations, sufficient strength and range of motion are essential to be considered eligible for B.H.M.S. programme.</p>			
		(B) Visual Impairment (*)	(a) Blindness	Less than 40% disability (i.e. Category 'I' (10%) 'II' (20%) & 'III' (30%)		Equal to or more than 40% Disability (i.e. Category III and above)
			(b) Low vision			
		(C) Hearing Impairment @	(a) Deaf	Less than 40% Disability		Equal to or more than 40% Disability
			(b) Hard of hearing			
			<p>(*) Persons with Visual impairment/ visual disability of more than 40% may be made eligible to pursue Graduate B.A.M.S. Education and may be given reservation, subject to the condition that the visual disability is brought to a level of less than the benchmark of 40% with advanced low vision aids such as telescopes / magnifier etc.</p> <p>@ Persons with hearing disability of more than 40% may be made eligible to pursue Graduate B.A.M.S. Education and may be given reservation, subject to the condition that the hearing disability is brought to a level of less than the benchmark of 40% with the aid of assistive devices.</p> <p>In addition to this, the individual should have a speech discrimination score of more than 60%.</p>			
		(D) Speech & language	Organic/neurological causes	Less than 40%		Equal to or more than 40%

		disability		Disability		40% Disability
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	<p>It is proposed that for admission to B.H.M.S. programme the Speech Intelligibility/Affected (SIA) score shall not exceed 3 (Which will correspond to less than 40%) to be eligible to pursue the B.H.M.S. programme. The individuals beyond this score will not be eligible for admission to the B.H.M.S. programme.</p> <p>Persons with an Aphasia Quotient (AQ) upto 40% may be eligible to pursue B.H.M.S. programme but beyond that they will neither be eligible to pursue the B.H.M.S. programme nor will they have any reservation.</p>
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2.	Intellectual disability		(a) Specific learning disabilities (Perceptual disabilities, Dyslexia, Dyscalculia, Dyspraxia & Developmental aphasia) #	# currently there is no Quantification scale available to assess the severity of SpLD, therefore the cut-off of 40% is arbitrary and more evidence is needed.		
				Less than 40% Disability	Equal to or more than 40% disability But selection will be based on the learning competency evaluated with the help of the remediation/assistive technology/aids/in-fit structural changes by the Expert Panel.	
			(b) Autism spectrum disorders	Absence or Mild Disability, Asperger's syndrome (disability of 40-60% as per I SAA) where the individual is deemed fit for B.H.M.S. programme by an expert panel	Currently not recommended due to lack of objective method to establish presence and extent of mental illness. However, the benefit of reservation/quot may be considered in future after developing better methods of disability assessment.	Equal to or more than 60% disability or presence of cognitive/intellectual disability and/or if the person is deemed unfit for pursuing B.H.M.S. programme by an expert panel.



3.	Mental Behaviour		Mental Illnesses	Absence of any disability: less than 40% (under IDEAS)	Currently no recommendation to lack of objective method to establish presence and extent of mental illnesses. However, the benefit of preservation/ quota may be considered in future after developing better methods of disability assessment.	Equal to or more than 40% disability or if the person is deemed unfit to perform his/her duties. Standards may be drafted for the definite of "fitness to practice medicine" as are used by several institutions of countries other than India.
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4.	Disability caused due to	(a) Chronic Neurological Conditions	(i) Multiple Sclerosis	Less than 40% Disability	40% 80% disability	More than 80%
			(ii) Parkinsonism			
		(b) Blood Disorders	(i) Haemophilia	Less than 40% Disability	40% 80% disability	More than 80%
			(ii) Thalassemia			
			(iii) Sickle cell disease			
5.	Multiple disabilities including deaf blindness		More than one of the above specified disabilities	<p>Must consider all above while deciding in individual cases recommendations with respect to presence any of the above, namely, visual, Hearing, Speech &amp; Language disability, Intellectual Disability, and Mental Illness as a component of Multiple Disability.</p> <p>Combining formula as notified by the related Gazette Notification issued by the Govt. of India</p> <p><u><math>a+b(90-a)</math></u></p> <p>90</p>		



				<p>(where a=higher value of disability % and b=lower value of disability % as calculated for different disabilities)</p> <p>Is recommended for computing the disability arising when more than one disabling condition is present in a given individual. This formula may be used in cases with multiple disabilities, and recommendations regarding admission and/or reservation made as per the specific disabilities present in a given individual.</p>
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**Note:** For selection under PwD category, candidates will be required to produce Disability Certificate before their schedule date of counselling from one of the disability assessment boards as designated by concerned Authority of Government of India.

## Annexure -I

### Foundation Course .

#### BACKGROUND

Homoeopathic Medical education in India requires the orientation of the new entrant to a basic philosophical orientation, a need to think in an integrated and holistic manner, an ability to function in a team at the bedside and a capacity to invest in a life-long learning pattern. Homoeopathy, though more than 250 years old, is relatively young as a scientific discipline and has attracted a number of negative community exposure due to a variety of reasons. In India, we are aware that the student who enters the portals of a homoeopathic college rarely does so out of his volition. It is often an exercise as the last choice or one which is adopted as a stepping stone to a 'medical' degree. Hence the mind-set of the new entrant is rarely informed, positive and self-affirming.

However, we know that like all medical disciplines, homoeopathy training includes a wide spectrum of domains that involves exposure to human interactions and interpersonal relationships in various settings including hospital, community, clinics etc. The training is intense and demands great commitment, resilience and lifelong learning. It is desirable to create a period of acclimatization and familiarization to the new environment. This would include an introduction to the course structure, learning methods, technology usage, and peer interactions which would facilitate their smooth transition from Junior college to homoeopathic college.

This is planned to be achieved through a dedicated 15 days exclusive "Foundation Course", at the beginning of the BHMS course to orient and sensitize the student to the various identified



areas.

### Goals and Objectives

Broad goals of the Foundation Course in Homoeopathy include:

- 1) Orienting the students to various aspects of homoeopathic system of medicine.
- 2) Creating in them the conscious awareness of the 'Mission' as defined by Maste Hahnemann
- 3) Equipping them with certain basic, but important skills required for going through this professional course and taking care of patients.
- 4) Enhancing their communication, language, computer and learning skills.
- 5) Providing an opportunity for peer and faculty interactions and introducing an orientation to various learning methodologies.

### Objectives

- a) **Orient the learner to:**
  - (i) The medical profession and the mission of a homoeopath in society
  - (ii) The BHMS programme
  - (iii) Vision and Mission of the Institute
  - (iv) Concept of Holistic and Positive health and ways to acquire and maintain it
  - (v) History of Medicine and Homoeopathy and the status of Homoeopathy in the world
  - (vi) Medical ethics, attitudes and professionalism
  - (vii) Different Health systems available in the country
  - (viii) Health care system and its delivery
  - (ix) National health priorities and policies
  - (x) Principles of primary care (general and community-based care)
  - (xi) Concept of mentorship programme
- b) **Enable the learner to appreciate the need to enhance skills in:**
  - (i) Language
  - (ii) Observation, documentation & understanding of basic medical technologies
  - (iii) Interpersonal relationships and Team behavior
  - (iv) Communication across ages and cultures
  - (v) Time management
  - (vi) Stress management
  - (vii) Use of information technology
- c) **Train the learner to provide:**
  - (i) First-aid/Emergency management
  - (ii) Basic life support
  - (iii) Universal precautions and vaccinations
  - (iv) Patient safety and biohazard safety
- d) **Language and Computer skills**
  - (i) Local language programme
  - (ii) English language programme



## (iii) Computerskills

Thesemaybearrangedaspertheneedsoftheparticularbatchandextracoachingmaybecontinuedafter theFoundationprogramme

**Content and Methodology**

TheprogrammewillberuninSessions which mustbeinteractive.

The major componentsof theFoundationCourseinclude:

- 1. Orientation Program:** This includes orienting students to all the components mentioned below with special emphasis on the role of Homoeopathy and homoeopathy in today's times.
- 2. Skills Module (Basic):** This involves skill sessions such as Basic Life Support/ Emergency Management, First Aid, Universal Precautions and Biomedical Waste and Safety Management that students need to be trained prior to entering the patient care areas.
- 3. Field visit to Community and Primary Health Centre:** These visits provide orientation to the care delivery through community and primary health centres, and include interaction with healthcare workers, patients and their families.
- 4. Professional development including Ethics:** This is an introduction to the concept of Professionalism and Ethics and is closely related to Hahnemann's emphasis on the conduct of a physician. This component will provide students with understanding that clinical competence, communication skills and sound ethical principles are the foundation of professionalism. It will also provide understanding of the consequences of unethical and unprofessional behavior, value of honesty, integrity and respect in all interactions. Professional attributes such as accountability, altruism, pursuit of excellence, empathy, compassion and humanism will be addressed. It should inculcate respect and sensitivity for gender, background, culture, regional and language diversities. It should also include respect towards the differently abled persons. It introduces the students to the basic concept of compassionate care and functioning as a part of a healthcare team. It sensitizes students to "learning" as a behavior and to the appropriate methods of learning.
- 5. Enhancement of Language/Computerskills/**  
**Learning Skills:** These are sessions to provide opportunity for the students from diverse background and language competence to undergo training for speaking and writing English, fluency in local language and basic computerskills. The students should be sensitized to various learning methodologies such as small group discussions, skills lab, simulations, documentation and concept of Self-Directed learning.

**Structure of the program for students**

Table 19: Foundation Course			
Serial No.	Topic	Type of activity	Duration hrs.



1.	Welcome and Introduction to Vision/Mission of the Institute	Lecture	1
2.	Mission and role of a Homoeopathy and Homoeopathy in society including showcasing effects of Homoeopathy	Interactive discussion	6
3.	BHMS Course of study and introducing to first year faculty	Presentation	1
4.	Visit to institution/campus/facilities	Walking tour	4
5.	Concept of Holistic and Positive health	Interactive discussion	2
6.	History of Medicine and Homoeopathy and state of Homoeopathy in the world	Presentation	2
7.	Adult Learning principles	Interactive	2
8.	Health care system and delivery	Visit to PHC/Urban health centre and interaction with staff	3
9.	Different health care systems recognized in the country and the concept of pluralistic health care systems	Presentation	1
10.	Primary Community care	Interaction	2
11.	Basic Life support	Demonstration video and practice	4
12.	Communication – its nature and importance in different social and professional settings	Practical with scenarios and enactment with observation	4
13.	Medical ethics – role in enhancing patient care	Role play	2
14.	Who is professional?	Debate between two sides on a topic	2
15.	Time management	Practical exercise	3
16.	First aid – principles and techniques	Demonstration and presentation	2
17.	National health priorities and policies	Presentation	1
18.	Importance of Mental Health and Hygiene to a medical student in the medical profession Stress management including importance of Sports and Extracurricular activities	Practical demonstration/ video	14
19.	Concept and practice of Mentoring	Interactive discussion	4
20.	Constitutional values, Equality, Gender sensitization and dragging policy	Presentation and Interactive	3
21.	Universal precautions and vaccinations	Presentation followed by discussion	1
22.	Importance of Observation and Documentation in Homoeopathic practice	Practical exercise through video observation	6
23.	Team working	Game and debriefing	4
24.	Patient safety and Biomedical hazards	Video and presentation	2
25.	Computer skills	Demonstration and Practice of basic use of word, Excel and PPT	4
26.	Language skills	Language labs	10
	<b>TOTAL</b>		<b>90</b>



## Annexure-ii

**TENTATIVE TEMPLATE OF ACADEMIC CALENDAR  
FIRST PROFESSIONAL B.II.M.S.  
(18 MONTHS)**

Sl.No.	DATE/PERIOD	ACADEMICACTIVITY
1.	FirstWorkingDayofOctober	CourseCommencement
2.	15workingDays	FoundationCourse
	Firstperiodicassessment	January-InternalAssessment(PA-1)
3.	FourthWeekof March	First Terminal Test -Internal Assessment (TT-1)
	Secondperiodicassessment	June-Internal Assessment(PA-2)
4.	FirstweekofAugust	SecondTerminalTest-InternalAssessment(TT-2)
5.	Thirdperiodic assessment	November-InternalAssessment-(PA-3_
	Secondweekof January	PreliminaryExam(PE)
5.	SecondWeekof FebruarytoMarch	UniversityExamination
6.		
7.	FirstWorkingDayofApril	Startofsecond professionalyear

**NOTE.-**

1. Universities / Institutions / Colleges shall specify dates and year while preparingacademic calendar of that particular batch of students. The same is to be informed tostudentsanddisplayedinrespective websites.
2. Institutions/CollegesestablishedinExtremeWeatherConditionsmayadjustthetimings as required by maintaining the stipulated hours of teaching. However, thestructureof academic calendarshallnotbealtered.
3. Academic calendar may be modified according to directions of National CommissionforHomoeopathyissuedfromtimetotime.



**TENTATIVE TEMPLATE OF ACADEMIC CALENDAR  
SECOND/THIRD/ FOURTH PROFESSIONAL B.H.M.S.  
(12 MONTHS)**

Sl.No.	DATE/PERIOD	ACADEMICACTIVITY
1.	First WorkingDayofApril	CourseCommencement
2.	FourthWeekofJuly	Firstperiodic- InternalAssessment(PT-1)
3.	FourthweekofSeptember	Firstterminalexam- InternalAssessment(TT-1)
4.	FourthweekofDecember	Secondperiodic- InternalAssessment(PT-2)
5.	SecondWeekofJanuary	Preliminaryexam
6.	ThirdWeekofFebruary	UniversityExamination
7.	<i>FirstWorkingDayofApril</i>	<i>Commencementofthird/fourth/inter nshipprofessionalyear</i>

	<p><b>NOTE.-</b></p> <ol style="list-style-type: none"> <li>Universities / Institutions / Colleges shall specify dates and year while preparingacademic calendar of that particular batch of students. The same is to be informed tostudentsanddisplayedinrespective websites.</li> <li>Institutions / Colleges established in Extreme Weather Conditions may adjust thetimings as required by maintaining the stipulated hours of teaching. However, thestructureof academic calendarshallnotbealtered</li> <li>Academic calendar may be modified according to directions of National CommissionforHomoeopathyissuedfromtimetotime.</li> </ol>
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## Annexure-iii

**GUIDELINES FOR ATTENDANCE MAINTENANCE  
(THEORY/PRACTICAL/CLINICAL/NON-LECTURE HOURS)**

Institutes, Colleges offering education in Homoeopathy are recommended to maintain online attendance system. However, in case physical registers are being maintained for recording attendance of various teaching/training activities, the following guidelines are to be followed:

- 1) Attendance is to be marked in cumulative numbering fashion.
  - a) In case presence is to be marked as 1, 2, 3, 4, 5, 6.....so on;
  - b) In case of absence, it must be marked as 'A' ;
  - c) Example: P PPP A P P AA P P P.... may be marked as (1, 2, 3, 4, A, 5, 6, A, A, 7, 8, 9...).
- 2) Avoid strictly marking 'P' for presence.
- 3) Separate register for Theory and practical/clinical/non-lecture activities are to be maintained.
- 4) At the end of term or course or part of syllabus, the last number to be taken as total attendance.
- 5) The total attendance after students signature to be certified by respective HOD followed by approval by Principal.
- 6) In case of multiple terms, at the end of course all term attendance is to be summarised and percentage is to be calculated separately for theory and practical including clinicals & non- lecture hours.

[Note : \*If any discrepancy is found between Hindi and English version, the English version will be treated as final.]



## Annexure-iv

## FORM 1

[See regulation 15(e) (ix) (B) (C) (D)]

(NAME OF THE COLLEGE AND ADDRESS)

(BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY (B.H.M.S) PROGRAMME)

DEPARTMENT OF-----

## CERTIFICATE OF ATTENDANCE &amp; ASSESSMENT OF INTERNSHIP

- 1) Name of the Intern :
- 2) Attendance during internship :
- a) Period of training From-----To-----
- b) No. of Working Days :
- c) No. of Days Attended :
- d) No. of Days Leave availed :
- e) No. of Days Absent :

Assessment of Internship

Sr.No.		Category	Marks Obtained
1.		General	Maximum 10
	a.	Responsibility and Punctuality	( ) out of 2
	b.	Behavior with sub-ordinates, Colleagues and superiors	( ) out of 2
	c.	Documentation ability	( ) out of 2
	d.	Character and conduct	( ) out of 2
	e.	Aptitude of research	( ) out of 2
2.		Clinical	Maximum 20
	a.	Proficiency in Fundamentals of subject	( ) out of 4
	b.	Bedside manners & Rapport with patient	( ) out of 4
	c.	Clinical Acumen and Competency as acquired	( ) out of 4

	i.	By Performing Procedures	
	ii.	By Assisting in Procedures	( ) out of 4
	iii.	By Observing Procedures	( ) out of 4
Total Score obtained			( ) out of 30

Performance Grade of marks

Poor &lt; 8, Below average 9-14, Average 15-21, Good 22-25, Excellent 26 and above

Note: An intern obtained unsatisfactory score (below 15) of the total period of posting in the concerned department.

shall be required to repeat one third of

Date:

Place:

Signature of the Intern

Signature of the HOD

Department Office Seal



## Annexure-v

## FORM 2

[See regulation 15 (e) (ix) (C) (D)]

(NAME OF THE COLLEGE AND ADDRESS)

(BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY –  
B.H.M.S)PROGRAMME CERTIFICATE OF

## COMPLETION OF THE COMPULSORY ROTARY INTERNSHIP

This is to certify that (name of the intern) Intern of (NAME OF THE COLLEGE AND ADDRESS), has completed his/her Compulsory Rotatory Internship at the (NAME OF COLLEGE AND ADDRESS/PLACE OF POSTING), for the duration of one year from ----- to ----- in the following departments,

Sl. No.	Name of the Department	Period of training From (dd/mm/yyyy)	Period of training to (dd/mm/yyyy)

During the internship period the conduct of the student is \_\_\_\_\_

Date:

Place:

Signature of the Principal/Dean/Director Office Seal



**ORDINANCE No. 101**  
**POST GRADUATE DEGREE COURSE IN HOMOEOPATHY**  
**M. D. ( HOMOEOPATHY)**

**GENERAL RULE**

These general rules are subject to alterations from time to time. The Post Graduate Degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**1. PREAMBLE:**

The regulation of the Post Graduate courses in Homoeopathy being conducted by the AMALTAS UNIVERSITY, DEWAS, is in accordance with the recommendations of the Central Council of Homoeopathy with an emphasis on the health needs of the State.

**1.1 NOMENCLATURE OF THE DEGREE**

- 1.1.1 MD(HOM)- Doctor of Medicine in Homoeopathy- Materia Medica
- 1.1.2 MD(HOM) - Doctor of Medicine in Homoeopathy- Homoeopathic Philosophy
- 1.1.3 MD(HOM)-Doctor of Medicine in Homoeopathy- Repertory

**2. AIMS AND OBJECTIVES OF COURSES:**

**2.1. GOAL**

The goal of Post Graduate Homoeopathic Medical education shall be to produce competent specialists and /or Teachers.

- 2.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the National health policy.



- 2.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system.
- 2.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned.
- 2.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology.
- 2.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals.

## 2.2 OBJECTIVES

At the end of the Post Graduate training in the discipline concerned the student shall be able to;

- 2.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health sector.
  - 2.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
  - 2.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
  - 2.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
  - 2.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
  - 2.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.
  - 2.2.7 Demonstrate skills in documentation of individual case details as well as
-



morbidity and mortality rate relevant to the assigned situation.

- 2.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 2.2.9 Play the assigned role in the implementation of National health programme, effectively and responsibly.
- 2.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 2.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 2.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.
- 2.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.
- 2.2.14 Function as an effective leader of a health team engaged in health care, research and training.

### **3. COMPONENTS OF THE POSTGRADUATE CURRICULUM:**

3.1 The major components of the Postgraduate curriculum shall be:-

- 3.1.1 Theoretical knowledge
- 3.1.2 Practical and clinical skills
- 3.1.3 Writing thesis/Research articles
- 3.1.4 Publishing scientific articles in accredited journals.
- 3.1.5 Improving attitudes including communication skills.
- 3.1.6 Training in research methodology, medical ethics including medico legal aspects.



3.2 The students undergoing Post Graduate courses shall be exposed to the following:-

- 3.2.1 Basics of statistics to understand and critically evaluate published research paper.
- 3.2.2 Lectures related to human behavior studies.
- 3.2.3 Introduction to the non-linear mathematics.

3.3 Course shall comprise:

- 3.3.1 General subject
- 3.3.2 Man in Health (Holistic concept)
- 3.3.3 Man in Disease (Holistic concept)
- 3.3.4 History of Medicine, Scientific methodology including research methodology and Statistics
- 3.3.5 Special subject
- 3.3.6 Homoeopathic Materia Medica/Homoeopathic Philosophy/Repertory
- 3.3.7 A candidate for MD (Hom) shall opt one of the special subject as his speciality at the time of admission and the degree shall be awarded in that speciality.

#### **4. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

4.1 No candidate shall be admitted to MD (HOM) course unless he possess the degree of:

- 4.1.1 Bachelor of Homoeopathic Medicine and Surgery or equivalent qualification in Homoeopathy after undergoing a course of study of not less than five and half years duration including one year compulsory internship from a recognised institute by the Apex Council: or
- 4.1.2 Bachelor of Homoeopathic Medicine & Surgery or equivalent qualification in Homoeopathy included in the Second schedule of the Act, after undergoing a course of study not less than two years duration.
- 4.1.3 The University or any other committee to be constituted by Government concerned shall conduct the admission process.
- 4.1.4 Reservation for all categories shall be applicable as per State Government/Central Government policy.



#### 4.2 SELECTION OF STUDENTS

The selection of students for the Post Graduate course shall be made based strictly on merit as decided by the Entrance Examination conducted by the competent authority approved by the Government of Madhya Pradesh/AMALTAS UNIVERSITY, DEWAS and as per guidelines of the respective Council.

#### 5. DURATION OF COURSE:

5.1 Every candidate seeking admission to the training programme to qualify for the Degree of MD (Hom) in the subjects conducted under the University shall pursue a regular course of study, in the concerned Department under the guidance of a recognized Post Graduate teacher for a period of three years.

5.2 The course shall be of three years duration, including one year of house-job or equivalent thereof.

5.3 Period of completion of course - Twice the duration of the course or as per Policy decided by the University.

#### 6. MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be English.

#### 7. INTAKE & FEES:

7.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

7.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

#### 8. ATTENDANCE:

All the candidates joining the Post Graduate training programme shall work as full time residents during the period of training and shall attend not less than 80 percent of the imparted training during each calendar year including assignments, full time responsibilities



and participation in all facets of the educational process. The student will be permitted to avail casual leave as per University norms. Condonation of attendance will be allowed as per policy of University.

**9. TRAINING PROGRAMME:**

9.1 Every institution undertaking Post Graduate training shall set up an Academic cell or a curriculum committee, under the chairmanship of a senior faculty, which shall work out the details of the training in each speciality in consultation with other department faculty staff and also coordinate and monitor the implementation of this training programme.

9.2 The training programme shall be updated as and when required. The structured training programme shall be written up and strictly followed, to enable the examiners to determine the training undergone by the candidate and the Central council inspectors to assess the same at the time of inspection.

9.3 The Post Graduate student shall maintain a record (log book) of the work carried out by them and the training programme undergone during the period of training.

9.4 The record book shall be checked and assessed by the faculty members imparting the training, monthly.

9.5 The Post Graduate student shall be required to participate in teaching and training programme of undergraduate students and interns.

**10. LOGBOOK:**

Log book serve as a document of the trainee's work. The trainee shall maintain this Logbook of Journal review presentation/Seminar presentation/Clinical works in IPD and OPD/Clinical presentation/Teaching skill practice and Dissertation presentation.

**11. RESEARCH:**

M. D. (Hom) students shall present at least one paper/poster presentation at a State/National conference during their course. Each P.G. student shall present 10 seminar papers, take part in at least 20 seminars/ symposium during the P.G. course and maintain



the records of seminar notes/presentations and also he/she should present a paper /participate in at least one national level seminar/conferences.

**12. THESIS:**

Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post graduate teacher as a guide. All Post graduate students should submit a synopsis of the thesis duly attested by the competent authorities in the prescribed proforma within six months after the date of admission. Candidate is required to write a theses or dissertation on a subject approved by the University of not less than 10,000 (Ten Thousand) words.

Each candidate should submit the dissertation six months prior to the completion of the course. The University will send it to three experts (one internal two external) with instructions to return it within two weeks after valuation.

Dissertation may classified as "Accepted", "Accepted with modifications" or "Rejected". At least two experts should accept the dissertation for it to be considered as accepted. If it is accepted with modifications, the candidate will be given 45 days for correction and resubmission through proper channel. If it is rejected, the candidate will not be permitted to appear for the examination. She/ he should repeat the work and submit within a period of six months. Such dissertations will be valued in the examination Centre itself at the time of practical / clinical examination.

**13. OBTAINING ELIGIBILITY CERTIFICATES:**

The University will release the Provisional & Permanent degree certificate only on the receipt of the course certificate issued by the Principal, based on the recommendation of the Head of the concerned department of the course. The course commences from the date on which the first candidate joins the course.



**14. EXAMINATION:**

14.1 The examination shall be conducted in two parts namely:

14.1.1 M.D.(Hom) Part I, which is to be held six months after completion of house job of one year's duration.

14.1.2 M.D.(Hom) Part II, which is to be held one year six months after Part I examination.

**Part I Examination**

14.2 Every candidate seeking admission to Part I of the examination shall submit application to the University with the following documents, namely:

14.2.1 A certificate from the Principal or Head of the institution about the completion of the course of studies in the subjects in which the candidate seeks admission to the examination; and

14.2.2 A certificate of having completed one year house job in the collegiate hospital

Viva and practical examination of Part-1 Exam will be conducted by the panel of examiners as below.

Man in health - teachers of Materia medica.

Man in disease - teachers of Repertory

History of medicine & Statistics - teachers of Homoeopathic philosophy

Case taking and bedside evaluation will be the part of Man in disease with a view to providing experience to prospective internal examiner; Skilled Assistants may be permitted, in concurrence with the External Examiners, to be present in the Examination Hall. The role of skilled assistants, however, shall be confidential, only to carrying out the instructions.

**14.3 Examiners**

14.3.1 MD (Hom) Regular degree in concerned subject, (3years of regular study), included in the second schedule of the act.

14.3.2 Reader/ Associate Professor with a total teaching experience of not less



than seven years in the concerned subject

- 14.3.3 A panel of examiners shall be prepared by the University for a period of 3 years which shall be approved by the Central Council of Homoeopathy. One of examiners shall be the guide. Minimum number of examiners shall be three, out of which 50% should be external.

**15. CRITERIA FOR PASS:**

A candidate who has secured minimum of 50 percent marks for theory (40 percent separate minimum for each paper), 50 percent for Clinical/Practical including oral shall be declared to have passed in that subject.

A candidate who fails in one subject has to appear only for the failed subjects in M.D. (HOM) Part I & Part II.

**16. MIGRATION AND TRANSFER**

Migration / Transfer of students undergoing any post graduate course shall not be permitted under any circumstances.

**17. SCHEME OF EXAMINATION (COMMON TO ALL SPECIALTIES):**

Part I Exam consist of:

- 17.1 Three theory papers each of not less than three hours duration.
- 17.2 One Practical/Clinical exam including Viva Voce except in Methods of research & statistics. Total marks of 100 for Paper I shall be distributed as follows:
- 17.2.1 Applied Anatomy-30 Marks
- 17.2.2 Applied Physiology and Bio- Chemistry- 40 Marks
- 17.2.3 Concept of Health and Psychological Organization of Man- 30 Marks
- In case of Paper I (Man in Health) and Paper II (Man in Disease) out of 100 Marks for Viva/Clinical, Marks allotted shall be
- 17.3 50% Marks will be based on clinical case (bed side)



## 17.4 50% Marks General Viva Voce (Theory)

Paper	Section	Subject	Duration Of hour	Distribution Of Marks				
				Theory		Viva Voce/Clinical		Total
				Maximum	Minimum			
Paper I	Nil	Man in Health	3	100	50	100	50	200
Paper II	Nil	Man in Disease	3	100	50	100	50	200
Paper III	A	History of Medicine	1 ½	50	50	50	25	150
	B	Method of Research and Statistics	1 ½	50		Nil		

No separate minimum for Section A Section B of paper III. (Theory)

Viva Voce / Practical Examination in each general subject to be held by not less than three examiners together out of which one shall be the Guide/ Supervisor

## 17.5 Division of marks for theory examinations:

## 17.5.1 Man in health – 100 marks

## 17.5.1.1 Anatomy -25 marks

## 17.5.1.2 Physiology including bio-physics – 25 marks

## 17.5.1.3 Bio-chemistry – 25 marks

## 17.5.1.4 Psychology – 25 marks

## 17.5.2 Man in disease – 100 marks

## 17.5.2.1 General pathology – 25 marks

## 17.5.2.2 Systematic pathology – 25 marks

## 17.5.2.3 Microbiology – 25 marks



- 17.5.2.4 Susceptibility and miasmas -25 marks
- 17.5.3 History of Medicine and Statistics and Research Methodology – 100 marks
  - 17.5.3.1 History of medicine -40 marks
  - 17.5.3.2 Statistics and Research Methodology – 60 marks
- 17.6 Method of conducting Practical and Viva voce Examinations:-
  - 17.6.1 There will be one long case and one short case in the practical.
  - 17.6.2 The long case will test the capacity to size up a chronic clinical problem, define it homeopathically, plan the treatment and estimate the prognosis – all these based on sound rational principles of philosophy.
  - 17.6.3 The short case will assess candidate's approach to clinical problem, skills to quickly define it and suggest alternative plans for resolving the same within the limited resources at command. Thus the power of observation and interpretation will be examined. The process of examinations will be observed and questioned.
  - 17.6.4 The viva-voce examination will aim to cover the entire syllabus seeking to assess candidate's knowledge in depth including the dissertation work.
  - 17.6.5 The long case will carry 70% of the allotted marks and short case will carry 30%. Each step will be marked separately thus stressing the importance of the capacity to think through a clinical problem in a systematic way.

#### **Part II Examination**

- 17.7 Part II examination to be held One year and six months after Part I examination.
  - 17.7.1 Every candidate applying for Part II examination shall prepare and submit four printed or typed copies of dissertation of not less 10,000 words embodying his own research and contribution in advancing the knowledge in the subject to the university for approval, not later than six months prior to the holding of Part II examination.
  - 17.7.2 The dissertation shall be submitted to the guide at least three months before the time fixed for submitting it to the University and the Guide shall certify the work has not been previously formed the basis of award of any



Post Graduate Degree in Homeopathy and that work is the record candidate's personal efforts and submitted to the University duly countersigned by the Guide.

Each candidate should submit the dissertation six months prior to the completion of the course. The University will send it to three experts (one internal two external) with instructions to return it within two weeks after valuation.

Dissertation may classified as "Accepted", "Accepted with modifications" or "Rejected". At least two experts should accept the dissertation for it to be considered as accepted. If it is accepted with modifications, the candidate will be given 45 days for correction and resubmission through proper channel. If it is rejected, the candidate will not be permitted to appear for the examination. She/ he should repeat the work and submit within a period of six months. Such dissertations will be valued in the examination center itself at the time of practical / clinical examination.

17.8 Every candidate applying for Part II examination shall submit an application to the University with the following.

17.8.1 A certificate showing that he/she has passed the Part I exam.

17.8.2 A certificate from the guide/ Head of institution about the completion of studies in the subject concerned.

**Part II Exam consist of**

17.8.3 Three theory papers each of not less than three hours duration.

17.8.4 One Practical/Clinical exam including Viva Voce in the subject of specialty to assess the candidate's acumen & his ability & working knowledge in the practice of specialty.+



**Scheme of examination**

Subject	Marks				
	Theory	Viva	Practical/Clinical	Total	Pass Marks
Paper I	100	100	100	500	250
Paper II	100				
Paper III	100				

**18. DECLARATION OF RESULTS:**

All the examiners shall jointly assess the knowledge of the candidate for recommending the result to the University.

For Part I & Part II exams, Board of examiners shall convene a meeting after the completion of Viva Voce/ Practical examination to finalize the results and to recommend to the University that a candidate may be declared as passed or failed.

For Part I & Part II examinations, a candidate who fails in any of the three general subjects or special subjects shall be declared to have failed in that subject or subjects only, and he shall have to appear for the failed subject or subjects only on subsequent appearance in the examination.

A candidate who failed in the examination may appear again in the next examination without undergoing further course of study.

**19. CONDONATION OF DEFICIENCY IN MARKS:**

The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

**20. REVALUATION/ RE-TOTALING:**

20.1 Re-totalling- The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of



all subjects for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

- 20.2 Revaluation- Revaluation of theory papers in all years of study of the MD(Homoeopathy) course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**22. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 22.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 22.2 Failing to complete the program within six years of commencement of the program.
- 22.3 Involvement in gross indiscipline in the Institute / University.
- 22.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**23. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No.102**  
**BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)**

**1. AIMS & OBJECTIVES:**

**1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
  - 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
  - 1.1.3 To undertake the responsibilities of service situations which is a changing condition and is various types, It is essential to provide adequate placement training tailored to the needs of such services, as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavour to have acquired basic training in different aspects of medical care.
  - 1.1.4 The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training
-



during the internship period. The aim of the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.

- 1.1.5 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated on curative aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.6 There, must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.7 The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban and rural environment. He/she shall endeavour to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
- 1.1.8 The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- 1.1.9 Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyse information and to correlate them.
- 1.1.10 The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the



rest of the world shall form a part of this process.

- 1.1.11 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on firsthand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.12 The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
- 1.1.13 Clinics shall be organised in small groups of preferably not more than 15 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- 1.1.14 Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be available to the inspectors at the time of inspection of the college by the National Medical Commission.
- 1.1.15 Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem. Every attempt shall be made to de-emphasize compartmentalisation of disciplines so as to achieve both horizontal and vertical integration in different



phases.

- 1.1.16 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 15 students.
- 1.1.17 Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- 1.1.18 To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 ½ years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
- 1.1.19 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.20 History of Medicine - The students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- 1.1.21 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.22 Integration of ICT in learning process will be implemented.

## **1.2 OBJECTIVES**

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training for medical profession fulfil his/her social obligations



towards realization of this goal.

- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects.
- 1.2.9 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.11 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, research and documentation skills.
- 1.2.12 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the



following:

- Family Welfare and Maternal and Child Health(MCH)
- Sanitation and water supply.
- Prevention and control of communicable and non-communicable diseases
- Immunization
- Health Education
- IPHS standard of health at various level of service delivery, medical waste disposal.
- Organizational institutional arrangements.

1.2.13 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counselling.

1.2.14 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.

1.2.15 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.

1.2.16 Be competent to work in a variety of health care settings.

1.2.17 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

1.2.18 All efforts must be made to equip the medical graduate to acquire the practical skills.

## **2. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

**2.1 Eligibility Criteria:** No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until: He/she has qualified the National Eligibility Entrance Test, and he/she



shall not be allowed to appear for the National Eligibility-cum-Entrance Test until.

2.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course.

2.1.2 He/she has passed qualifying examination as under:

2.1.3 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

**Note:** Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges.

**Or**

2.1.4 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English has a compulsory subject.

**Or**

2.1.5 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Biotechnology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-Professional /pre-medical examination shall include a practical test in Physics, Chemistry & Biology/Bio-technology and also English as a compulsory subject.

**Or**

2.1.6 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these



subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course.

**Or**

- 2.1.7** B.Sc. examination of an Indian University, provided that he/she has passed the B.Sc. examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology)/Bio-technology and further that he/she has passed the earlier qualifying examination with the following subjects - Physics, Chemistry, Biology/Biotechnology and English.

**Or**

- 2.1.8** Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

**Note:** The pre-medical course may be conducted either at Medical College or a Science College. After the 10+2 course is introduced, the integrated courses should be abolished.

**Selection of Students:** The selection of students to M.B.B.S. course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a Competitive Entrance Test.

**2.2 Procedure for selection to MBBS course shall be as follows:-**

- 2.2.1** A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together in the competitive examination.
- 2.2.2** In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and



Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.

- 2.2.3 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted to that course until he fulfils the eligibility criteria.
- 2.2.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course.
- 2.2.5 There shall be a uniform entrance examination to all medical educational institutions at the under graduate level namely 'National Eligibility-cum Entrance Test for admission to MBBS course in each academic year and shall be conducted under overall supervision of the Ministry of Health & Family Welfare, Government of India.
- 2.2.6 The "designated authority" to conduct the 'National Eligibility-Cum Entrance Test' shall be the Central Board of Secondary Education or any other body/organization so designated by the Ministry of Health & Family Welfare, Government of India, in consultation with the National Medical Commission.
- 2.2.7 The language and manner of conducting the 'National Eligibility-Cum Entrance Test' shall be determined by the "designated authority" in consultation with the National Medical Commission and the Ministry of Health and Family Welfare, Government of India.
- 2.2.8 In order to be eligible for admission to MBBS Course for a academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in 'National Eligibility-cum-Entrance Test to MBBS course' held for the said academic year. However, in respect of candidates belonging to



Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016, the minimum marks shall be at 45th percentile. The percentile shall be determined on the basis of highest marks secured in the All-India common merit list for admission in 'National Eligibility-cum-Entrance Test for admission to MBBS course.

Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to MBBS Course, the Central Government in consultation with National Medical Commission may at its discretion lower the minimum marks required for admission to MBBS Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the said academic year only.

- 2.2.9** The reservation of seats in Medical Colleges for respective categories shall be as per applicable laws prevailing in States/Union Territories. An All India merit list as well as State/Union Territory-wise merit list of the eligible candidates shall be prepared on the basis of marks obtained in 'National Eligibility-cum-Entrance Test and candidates shall be admitted to MBBS course from the said lists only.
- 2.2.10** No candidate who has failed to obtain the minimum eligibility marks as above shall be admitted to MBBS course in the said academic year.
- 2.2.11** No authority/institution shall admit any candidate to the MBBS course in contravention of the criteria/procedure as laid down by these Regulations and / or in violation of the judgments passed by the Hon'ble Supreme Court in respect of admissions. Any candidate admitted in contravention/violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation



of the Regulations and / or the judgments passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year/years.

2.2.12 All admission to MBBS course within the respective categories shall be based solely on the marks obtained in the 'National Eligibility-Cum Entrance Test.

### **3. COURSE STRUCTURE:**

#### **3.1 TRAINING PERIOD AND TIME DISTRIBUTION**

3.1.1 Every student shall undergo a period of certified study extending over 4 and  $\frac{1}{2}$  academic years divided into 9 semesters, (i.e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

3.1.2 The period of 4 and  $\frac{1}{2}$  years is divided into three phases as follows --

**Phase-I** (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio- chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).

**Phase-II** (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine. The clinical subjects shall consist of all those detailed



below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine).

**Phase-III** (Continuation of study of clinical subjects for seven semesters after passing Phase-I)

The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine.

Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects.

The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedic Surgery including Physio-therapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

- 3.1.3** The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).
- 3.1.4** After passing pre-clinical subjects, 1 and ½ year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre-



clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.

- 3.1.5** Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practical, clinical or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.
- 3.1.6** The University shall organize admission processes in such a way that teaching in first semester starts by 1<sup>st</sup> of August each year for this purpose; they shall follow the time schedule indicated in Appendix.
- 3.1.6.1** There shall be no admission of students in respect of any academic session beyond 30<sup>th</sup> September under any circumstance. The University shall not register any student admitted beyond the said date.
- 3.1.6.2** National Medical Council may direct that any student identified as having obtained admission after the last date for closure of admission be discharged from the course of study, or any medical qualification granted to such a student shall not be a recognised qualification for the purpose of the Indian Medical Council Act, 1956.
- The institution which grants admission to any student after the last date specified from the same shall also be liable to free such action as may be prescribed by NHM including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year.
- 3.1.7** The supplementary examination for 1<sup>st</sup> professional MBBS examination may be conducted within 6 months so that the students who pass can join the main batch and the failed students will have to appear in the subsequent year provided that the students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after



he/she completes the full course of study of three semester (i.e. 18 months) for the second professional MBBS examination irrespective of the examination of the main batch.

### 3.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION:-

6 MONTHS	6 MONTHS	6 MONTHS	
1	2		I Professional examination (during second semester)
3	4	5	II Professional examination (during fifth semester)
6	7		III Professional Part I (during 7th semester)
8	9		III Professional Part II (Final Professional). (during 9 <sup>th</sup> Semesters)

- 3.2.1 Passing in 1<sup>st</sup> Professional is Compulsory before 'proceeding to Phase II training.
- 3.2.2 A student, who fails in the II<sup>nd</sup> professional examination, shall not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- 3.2.3 Passing in III<sup>rd</sup> Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of III<sup>rd</sup> Professional (Part I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination.



3.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.

Total Subject	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester (Wks)	6 <sup>th</sup> Semester (Wks)	7 <sup>th</sup> Semester (Wks)	8 <sup>th</sup> Semester (Wks)	9 <sup>th</sup> Semester (Wks)	Total (Wks)
General*** Medicine	6	-	4	-	4	6	6	26
Paediatrics	-	2	-	2	2	4	-	10
Tuberculosis and Chest Diseases	-	2	-	-	-	-	-	02
Skin & STD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology*	-	-	-	-	2	-	-	02
General **** Surgery	6	-	4	-	4	6	6	26
Orthopaedics**	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	2	10
" Ear Nose and Throat	-	4	-	4	-	-	-	08
Obstetrics and Gynaecology Including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
<b>Total</b> <b>(inWeeks)</b>	<b>18</b>	<b>22</b>	<b>18</b>	<b>22</b>	<b>18</b>	<b>22</b>	<b>22</b>	<b>142</b>



Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

\* This posting includes training in Radio diagnosis and Radiotherapy where existent.

\*\*This posting includes exposure to Rehabilitation and Physiotherapy.

\*\*\* This posting includes exposure to laboratory medicine and infectious diseases.

\*\*\*\* This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare\Planning.

### **3.3 Migration**

- 3.3.1 Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.
- 3.3.2 Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11(2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.
- 3.3.3 The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.
- 3.3.4 For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which the migration is sought and the university to it that college is



affiliated. He / She shall submit his application for migration within a period of one month of passing (Declaration of result) of the 1st Professional MBBS examination along with the above cited for "No Objection Certificates" to: (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

- 3.3.5 A student who has joined another college on migration shall be eligible to appear in the II<sup>nd</sup> professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:**

The AMALTAS UNIVERSITY, DEWAS/Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2:**

Any request for migration not covered under the provisions of these Regulations shall be referred to the National Medical Commission for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:**

The Institution shall send intimation to the National Medical Commission about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.



**4. COMMENCEMENT OF COURSE:**

- 4.1 The M.B.B.S. course shall commence with effect from 1<sup>st</sup> August of respective year or as per prevailing rules.
- 4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules.

**5. REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS:**

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations.

The performance in essential components of training are to be assessed, based on:

**5.1.1 Attendance**

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practical's, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc.

**5.1.2 Internal Assessment**

5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc:

5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment.

5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.



5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning process during semesters in evaluated.

Some examples are as follows:

- Preparation of subject for student's seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in Project for health care in the community (planning stage to evaluation)
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

#### **6. APPOINTMENT OF EXAMINERS:**

6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a post graduate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.

6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional



examiner, for every additional 50 or part thereof candidates appearing, be appointed.

6.3 Non-medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.

6.4 External examiners shall not be from the same university and preferably be from outside the state.

6.5 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

6.6 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed second internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## **7. UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL/CLINICAL:**

7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type, marks for each part indicated separately. Question papers should preferably be of short structure/objective type.

7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation.

7.3 Viva/oral includes evaluation of management approach and handling of emergencies.

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Candidates' skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc. also is to be evaluated.

7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

7.5 Question papers should preferably be of short structure/objective type.

7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.

7.7 During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.

7.8 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall be held as under:-

7.8.1 First Professional:-

In the second Semester of Phase 1 training, in the subjects of Anatomy, Physiology and Bio-Chemistry.

7.8.2 Second Professional:-

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine.

7.8.3 Third Professional:-

Part I- in the Seventh Semester of Phase III, in the subjects of *Ophthalmology, Oto-rhyno-laryngology and Community Medicine.*

7.8.4 Third Professional:-

Part II-(Final Professional) - At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

**Note:**

a) Results of University examinations shall be declared before the start of



teaching for next semester.

- b) Passing in 1<sup>st</sup> Professional is compulsory before proceeding to Phase II training.
- c) A student, who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- d) Passing in III<sup>rd</sup> Professional (Part-1) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination

#### 7.9 Distribution of marks to various disciplines:

##### 7.9.1 First Professional examination :( Pre-clinical Subjects):-

###### ➤ Anatomy:

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100marks.

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20; Practical-20) 40 marks

Total	200 marks
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###### ➤ Physiology including Biophysics

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100 marks

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20; Practical-20) 40 marks

Total	200 marks
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###### ➤ Biochemistry

Theory-Two papers of 50 marks each



(One applied question of 10 marks in each paper) 100 marks

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20; Practical-20) 40 marks

Total	200 marks
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Pass: In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

#### 7.9.2 Second Professional Examination:(Para-clinical subjects)

##### ➤ Pathology

Theory-Two papers of 40 marks each

(One applied question of 10 marks each paper) 80 marks

Oral (Viva) 15 marks

Practical 25 marks

Internal assessment

(Theory-15; Practical-15) 30 marks

Total	150 marks
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##### ➤ Microbiology

Theory-Two papers of 40 marks each

(One applied question of 10 marks each paper) 80 marks

Oral (Viva) 15 marks

Practical 25 marks

Internal assessment

(Theory-15; Practical-15) 30 marks

Total	150 marks
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##### ➤ Pharmacology



Theory-Two papers of 40 marks each

Containing one question on clinical therapeutics 80 marks

Oral (Viva) 15 marks

Practical 25 marks

Internal assessment

(Theory-15; Practical-15) 30 marks

Total	150 marks
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➤ **Forensic Medicine**

Theory-one paper 40 marks

Oral (Viva) 10 marks

Practical/Clinical 30 marks

Internal assessment

(Theory-10; Practical-10) 20 marks

Total	100 marks
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**Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals/clinicals.

### 7.9.3 Third Professional – Part I (Clinical Subjects)

Part 1: To be conducted during end period of seventh semester.

➤ **Ophthalmology**

Theory: One paper 40 marks

(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory- 10; Practical-10)

Total	100 marks
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➤ **Oto-Rhino-Laryngology**

Theory: One paper 40 marks  
(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory- 10; Practical-10)

Total	100 marks
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➤ **Community Medicine including Humanities**

Theory: Two papers of 60 marks each 120 marks

(Includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community).

Oral (Viva) 10 marks

Practical/Project evaluation 30 marks

Internal assessment 40 marks

(Theory -20; Practical-20)

Total	200 marks
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➤ **Pass:**

In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% on practicals/clinicals.

**7.9.4 Third Professional – Part II**

Each paper shall have two sections. Questions requiring essay type answers may be avoided.

➤ **Medicine**

Theory- Two papers of 60 marks each 120 marks



Paper I - General Medicine

Paper II – General Medicine (including Psychiatry, Dermatology and S.T.D.)

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of X-ray ECG, etc.	20 marks
Clinical (Bed side)	100 marks
Internal assessment	60 marks
(Theory-30; Practical-30)	

<b>Total</b>	<b>300 marks</b>
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➤ **Surgery**

Theory-Two papers of 60 marks each 120 marks

Paper-1-General Surgery (Section 1)

Orthopaedics (Section 2)

Paper II-General Surgery including

Anaesthesiology, Dental diseases and Radiology.

(Shall contain one basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data	20 marks
Clinical (Bed Side)	100 marks
Internal assessment	60 marks
(Theory-30; Practical-30)	

<b>Total</b>	<b>300 marks</b>
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Paper 1 of Surgery shall have one section in Orthopaedics. The question on Orthopaedic Surgery be set and assessed by examiners who are teachers in the orthopaedic surgery.

➤ **Obstetrics and Gynaecology**

Theory Two papers of 40 marks each 80 marks

Paper I- Obstetrics including social obstetrics.

Paper II- Gynaecology, Family Welfare and Demography



(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) including record of delivery cases (20+10) 30 marks

Clinical 50 marks

Internal assessment

(Theory-20; Practical-20) total 40 marks

Total	200 marks
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➤ **Paediatrics (Including Neonatology)**

Theory: One paper 40 marks

(Shall contain one question on basic sciences and allied subjects)

Oral(Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10 marks)

Total	100 marks
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- Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Practical/Clinical.

**7.10 Criteria for Passing**

7.10.1 Results of University examinations shall be preferably declared before the start of teaching for next semester.

7.10.2 Passing in 1<sup>st</sup> Professional is compulsory before proceeding to Phase II training.

7.10.3 A student who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.

7.10.4 Passing in III<sup>rd</sup> Professional (Part-1) is compulsory for being eligible for III<sup>rd</sup> Professional (Part-II) examination.

**7.11 Division and Merit list**



7.11.1 The division shall be awarded only after 3<sup>rd</sup> part II university examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> part I and 3<sup>rd</sup> part II M.B.B.S University examinations. There shall be only three divisions as follows-

- Distinction /honors : 75% and above.
- 1<sup>st</sup> division : 60% and above but below 75%
- 2<sup>nd</sup> division : 50% and above but below 60%

7.11.2 The merit shall be declared by the university after the declaration of result of 3<sup>rd</sup> Part II M.B.B.S. university examination on the basis of the integrated performance of all the four M.B.B.S. university examinations. The merit list shall include first 10 candidates securing at least 1<sup>st</sup> division and passing all M.B.B.S. university examination in first attempts with all subjects taken together.

**7.12 Condonation of deficiency in marks**

7.12.1 Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing shall not exceed one percent of aggregate marks in that examination upto maximum of 5 marks or as decided by University policy.

7.12.2 **Provided further** that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire Examination in the same attempt.

7.12.3 **Provided further** that the benefit of total gracing marks under this Ordinance, may be divided between more than one subjects if the candidate passes the entire Examination in the same attempt.

7.12.4 **Provided further** that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

7.12.5 After award of grace marks the result of the concerned M.B.B.S. university examination shall be declared as "Pass by grace".



**8. REVALUATION/ RE-TOTALING:**

8.1 Re-totalling- The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**9. INTERNSHIP:****GENERAL CONSIDERATIONS AND TEACHING APPROACH**

The provisions contained in Part II of these Regulations shall apply to the MBBS course starting from academic year 2019-20 onwards

**9.1 Indian Medical Graduate Training Programme:**

The undergraduate medical education programme is designed with a goal to create an "Indian Medical Graduate" (IMG) possessing requisite knowledge, skills, attitudes, values and responsiveness, so that she or he may function appropriately and effectively as a physician of first contact of the community while being globally relevant. To achieve this, the following national and institutional goals for the learner of the Indian Medical Graduate training programme are hereby prescribed:-

**9.2 National Goals:**

At the end of undergraduate program, the Indian Medical Graduate should be able to:



Recognize “health for all” as a national goal and health right of all citizens and by undergoing training for medical profession to fulfill his/her social obligations towards realization of this goal.

- 9.2.1 Learn every aspect of National policies on health and devote her/him to its practical implementation.
- 9.2.2 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 9.2.3 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 9.2.4 Become exemplary citizen by observance of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.

### 9.3 Institutional Goals

- 9.3.1 In consonance with the national goals each medical institution should evolve institutional goals to define the kind of trained manpower (or professionals) they intend to produce. The Indian Medical Graduates coming out of a medical institute should:
  - 9.3.2 be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
  - 9.3.3 be competent to practice preventive, promotive, curative, palliative and rehabilitative medicine in respect to the commonly encountered health problems.
  - 9.3.4 appreciate rationale for different therapeutic modalities; be familiar with the administration of “essential medicines” and their common adverse effects.



- 9.3.5 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 9.3.6 Possesstheattitudeforcontinuedself-learningandtoseekfurtherexpertise  
ortop pursue research Nany chosen area of medicine, action research  
and documentation skills.
- 9.3.7 Be familiar with the basic factors which are essential for the  
implementation of the National Health Programmes including practical  
aspects of the following:
- 9.3.8 Family Welfare and Maternal and Child Health(MCH)
- 9.3.9 Sanitation and water supply
- 9.3.10 Prevention and control of communicable and non-communicable  
diseases
- 9.3.11 Immunization
- 9.3.12 Health Education
- 9.3.13 Indian Public Health Standards (IPHS), at various levels of service delivery
- 9.3.14 Bio-medical waste disposal
- 9.3.15 Organizational and/or institutional arrangements.
- 9.3.16 Acquire basic management skills in the area of human resources,  
materials and resource management related to health care delivery,  
hospital management, inventory skills and counseling.
- 9.3.17 Be able to identify community health problems and learn to work to  
resolve these by designing, instituting corrective steps and evaluating  
outcome of such measures.
- 9.3.18 Be able to work as a leading partner in health care teams and acquire  
proficiency in communication skills.
- 9.3.19 Be competent to work in a variety of health care settings.
- 9.3.20 Have personal characteristics and attitudes required for professional life  
such as personal integrity, sense of responsibility and dependabilityanda  
bilattice late Toorshow concern for other individuals.



**10.** All efforts must be made to equip the medical graduate to acquire the desired skills.

**10.1 Goals and Roles for the Learner**

In order to fulfil the goal of the IMG training programme, the medical graduate must be able to function in the following roles appropriately and effectively:-

**10.1.1** Clinician who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.

**10.1.2** Leader and member of the healthcare team and system with capabilities to collect, analyze, synthesize and communicate health data appropriately.

**10.1.3** Communicator with patients, families, colleagues and community.

**10.1.4** Lifelong learner committed to continuous improvement of skills and knowledge.

**10.1.5** Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and profession.

**11. Competency Based Training Programme of the Indian Medical Graduate:**

Competency based learning would include designing and implementing medical education curriculum that focuses on the desired and observable ability in real life situations. In order to effectively fulfill the roles, the Indian Medical Graduate would have obtained the following set of competencies at the time of graduation:

**11.1** Clinician, who understands and provides preventive, promotive, curative, palliative and holistic care with compassion

**11.2** Demonstrate knowledge of normal human structure, function and development from a molecular, cellular, biologic, clinical, behavioral and social perspective.

**11.3** Demonstrate knowledge of abnormal human structure, function and development from a molecular, cellular, biological, clinical, behavioral and social perspective.

**11.4** Demonstrate knowledge of medico-legal, societal, ethical and humanitarian

principles that influence health care.



- 11.5 Demonstrate knowledge of national and regional health care policies including the National Health Mission that incorporates National Rural Health Mission (NRHM) and National Urban Health Mission (NUHM), frameworks, economics and systems that influence health promotion, health care delivery, disease prevention, effectiveness, responsiveness, quality and patient safety.
- 11.6 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and caregivers, a history that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.7 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and caregivers, a history that is contextual to gender, age, vulnerability, social and economic status, patient preferences, beliefs and values.
- 11.8 Demonstrate ability to perform a physical examination that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.9 Demonstrate ability to perform a physical examination that is contextual to gender, social and economic status, patient preferences and values.
- 11.10 Demonstrate effective clinical problem solving, judgment and ability to interpret and integrate available data in order to address patient problems, generate differential diagnoses and develop individualized management plans that include preventive, promotive and therapeutic goals.
- 11.11 Maintain accurate, clear and appropriate record of the patient in conformation with legal and administrative frameworks.
- 11.12 Demonstrate ability to choose the appropriate diagnostic tests and interpret these tests based on scientific validity, cost effectiveness and clinical context.
- 11.13 Demonstrate ability to prescribe and safely administer appropriate therapies including nutritional interventions, pharmacotherapy and interventions based



on the principles of rational drug therapy, scientific validity, evidence and cost that conform to established national and regional health programmes and policies for the following:

- 11.14 Disease prevention,
- 11.15 Health promotion and cure,
- 11.16 Pain and distress alleviation, and
- 11.17 Rehabilitation.
- 11.18 Demonstrate ability to provide a continuum of care at the primary and/or secondary level that addresses chronicity, mental and physical disability.
- 11.19 Demonstrate ability to appropriately identify and refer patients who may require specialized or advanced tertiary care.
- 11.20 Demonstrate familiarity with basic, clinical and translational research as it applies to the care of the patient.
- 11.21 Leader and member of the health care team and system
  - 11.21.1 Work effectively and appropriately with colleagues in an inter-professional health care team respecting diversity of roles, responsibilities and competencies of other professionals.
  - 11.21.2 Recognize and function effectively, responsibly and appropriately as a health care team leader in primary and secondary health care settings.
  - 11.21.3 Educate and motivate other members of the team and work in a collaborative and collegial fashion that will help maximize the health care delivery potential of the team.
  - 11.21.4 Access and utilize components of the health care system and health delivery in a manner that is appropriate, cost effective, fair and in compliance with the national health care priorities and policies, as well as be able to collect, analyze and utilize health data.
  - 11.21.5 Participate appropriately and effectively in measures that will advance



quality of health care and patient safety within the health caresystem.

- 11.21.6 Recognize and advocate health promotion, disease prevention and health care quality improvement through prevention and early recognition: in a) life style diseases and b) cancers, in collaboration with other members of the health care team.

#### **11.22 Communicator with patients, families, colleagues and community**

- 11.22.1 Demonstrate ability to communicate adequately, sensitively, effectively and respectfully with patients in a language that the patient understands and in a manner that will improve patient satisfaction and health care outcomes.
- 11.22.2 Demonstrate ability to establish professional relationships with patients and families that are positive, understanding, humane, ethical, empathetic, and trustworthy.
- 11.22.3 Demonstrate ability to communicate with patients in a manner respectful of patient's preferences, values, prior experience, beliefs, confidentiality and privacy.
- 11.22.4 Demonstrate ability to communicate with patients, colleagues and families in a manner that encourages participation and shared decision-making.

#### **11.23 Lifelong learner committed to continuous improvement of skills and knowledge**

- 11.23.1 Demonstrate ability to perform a self-assessment of knowledge and skills, continue learning, refine existing skills and acquire new skills.
- 11.23.2 Demonstrate ability to apply newly gained knowledge or skills to the care of the patient.
- 11.23.3 Demonstrate ability to introspect and utilize experiences, to enhance personal and professional growth and learning.
- 11.23.4 Demonstrate ability to search (including through electronic means),



and critically evaluate the medical literature and apply the information in the care of the patient.

11.23.5 Be able to identify and select an appropriate career pathway that is professionally rewarding and personally fulfilling.

11.24 Professional who is committed to excellence, is ethical, responsive and accountable to patients, community and the profession

11.24.1 Practice selflessness, integrity, responsibility, accountability and respect.

11.24.2 Respect and maintain professional boundaries between patients, colleagues and society.

11.24.3 Demonstrate ability to recognize and manage ethical and professional conflicts.

11.24.4 Abide by prescribed ethical and legal codes of conduct and practice.

11.24.5 Demonstrate a commitment to the growth of the medical profession as a whole.

## 12. Broad Outline on training format

In order to ensure that training is in alignment with the goals and competencies:

12.1 There shall be a "Foundation Course" to orient medical learners to MBBS programme, and provide them with requisite knowledge, communication (including electronic), technical and language skills.

12.2 The curricular contents shall be vertically and horizontally aligned and integrated to the maximum extent possible in order to enhance learner's interest and eliminate redundancy and overlap.

12.3 Teaching-learning methods shall be learner centric and shall predominantly include small group learning, interactive teaching methods and case based learning.

12.4 Clinical training shall emphasize early clinical exposure, skill acquisition,



certification in essential skills; community/primary/secondary care-based learning experiences and emergencies.

- 12.5 Training shall primarily focus on preventive and community based approaches to health and disease, with specific emphasis on national health priorities such as family welfare, communicable and non- communicable diseases including cancer, epidemics and disaster management.

12.6 Acquisition and certification of skills shall be through experiences in patient care, diagnostic and skill laboratories.

12.7 The development of ethical values and overall professional growth as integral part of curriculum shall be emphasized through a structured longitudinal and dedicated programme on professional development including attitude, ethics and communication.

12.8 Progress of the medical learner shall be documented through structured periodic assessment that includes formative and summative assessments. Log of skill-based training shall be also maintained.

Appropriate Faculty Development Programmes shall be conducted regularly by institutions to facilitate medical teachers at all levels to continuously update their professional and teaching skills, and align their teaching skills to curricular objectives.

### **13. CANCELLATION OF ADMISSION:**

13.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

13.1.1 He/ She is not found to be qualified or eligible as per NMC norms and guidelines.

13.1.2 He/ She is found to have produced false / forged documents or found to have used unfair means to secure admission.

13.1.3 He/ She if found to be involved in serious breach of discipline in the institution or the university campus.



**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**APPENDIX-A****Prescribed Teaching Hours:-**

Following minimum teaching hours are prescribed in various disciplines;

<b>A. Pre- Clinical Subjects</b>	<b>(Phase-I-First and Second Semester)</b>
Anatomy	: 650 Hrs.
Physiology	: 480 Hrs.
Biochemistry	: 240 Hrs.
Community Medicine	: 60 Hrs.
<b>B. Para- Clinical Subjects</b>	<b>(Phase-II-5<sup>th</sup> to 7<sup>th</sup> Semester)</b>
Pathology	: 300 Hrs
Pharmacology	: 300 Hrs
Microbiology	: 250 Hrs
Community Medicine	: 200 Hrs
	(Including 8 weeks posting of 3 hrs each)
Forensic Medicine	: 100 Hrs.

Teaching of Para-clinical Subjects shall be 4 Hrs Per day in 3<sup>rd</sup> Semester and 3Hrs per Day in 4<sup>th</sup> and 5<sup>th</sup> Semester



**C. Clinical Subjects**

1. Clinical Posting as per chart attached.
2. Theory lectures, demonstrations and Seminars etc. in addition of clinical postings as under. The clinical lectures to be held from 4<sup>th</sup> Semester onwards ( See attached tim table)

Subjects	Duration
Gen. Medicine	300 Hrs
Gen. Surgery	300 Hrs
Pediatrics	100 Hrs
Orthopedic	100 Hrs
T.B. & Chest	20 Hrs
Ophthalmology	100 Hrs
Psychiatry	20 Hrs
ENT	70 Hrs
Skin and STD	30 Hrs
Radiology	20 Hrs
Community Medicine	50 Hrs
Dentistry	10 Hrs
Anesthesia	20 Hrs
Obst&Gynae.	300 Hrs

**NOTE: -**

- This period of training is minimum suggested.
- Adjustments where required depending on availability of time shall be made.
- This period of training does not include university examination period.
- Extra time available be devoted to other Sub-specialities.
- Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester.
  - This posting shall include training in Radio diagnosis.
  - This posting Includes exposure to Rehabilitation Physiotherapy.
  - This posting includes exposure to laboratory medicine and infectious diseases.
  - This posting includes exposure to dressing and Anaesthesia.
  - This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare Planning.



**Ordinance No.103**  
**DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY (M.S.)**

**GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**SUBJECTS OF AWARDS**

**M.D.**

2. Anesthesiology
3. Anatomy
4. Biochemistry
5. Community Medicine
6. Dermatology, Venerology and Leprosy
7. Family Medicine
8. Forensic Medicine
9. General Medicine
10. Geriatrics
11. Hospital Administration
12. ImmunoHaematology and Blood Transfusion
13. Microbiology
14. Nuclear Medicine
15. Pathology
16. Paediatrics
17. Pharmacology
18. Physical Medicine Rehabilitation
19. Physiology
20. Psychiatry
21. Radio-diagnosis
22. Radiation Oncology
23. Sports Medicine

23. Respiratory Medicine
24. Emergency Medicine
25. Palliative Medicine
26. Master of Public Health (Epidemiology)

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**M.S.**

1. Otorhinolaryngology
2. General Surgery
3. Ophthalmology
4. Orthopedics
5. Obstetrics & Gynecology
6. Traumatology & Surgery

**1. GENERAL CONDITIONS: -**



- 1.1 Postgraduate Medical Education in broad specialties shall be of three years duration in the case of degree course and two years in the case of Diploma Course after MBBS and in the case of superspecialties the duration shall be of three years after MD/MS.
- 1.2 Postgraduate curriculum shall be competency based.
- 1.3 Learning in postgraduate programme shall be essentially autonomous and self-directed.
- 1.4 A combination of both formative and summative assessment is vital for the successful completion of the PG programme.
- 1.5 The training of PG students shall involve learning experience 'decide from' or 'targeted to' the needs of the community. It shall, therefore be necessary to expose.

## **2. AIMS & OBJECTIVES:**

### **2.1 AIMS:**

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 2.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 2.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 2.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned;
- 2.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 2.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

### **2.2 OBJECTIVES:**

At the end of the postgraduate training in the discipline concerned the student shall be able to;

- 2.2.1 Recognize the importance to the concerned speciality in the context of the



health needs of the community and the national priorities in the health section.

- 2.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
- 2.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
- 2.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 2.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 2.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.
- 2.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 2.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 2.2.9 Play the assigned role in the implementation of national health program, effectively and responsibly.
- 2.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation
- 2.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources
- 2.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyse relevant published research



literature

2.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers

2.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### **2.3 STATEMENT OF THE COMPETENCIES:**

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the program so that he or she can direct the efforts towards the attainment of these competencies.

### **2.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM:**

The major components of the Postgraduate curriculum shall be:

- 2.4.1 Theoretical knowledge
- 2.4.2 Practical and clinical skills.
- 2.4.3 Writing Thesis / Research articles.
- 2.4.4 Attitudes including communication skills.
- 2.4.5 Training in research methodology, Medical Ethics and Medico legal aspects.-

## **3. COURSE STRUCTURE:**

### **3.1 Training Period and Time Distribution**

The period of training for obtaining the degrees shall be three complete years including the period of examination.

**Provided that** in the case of students having a recognised two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two years.

### **3.2 Timing of Examinations:-**



The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S., / M.D., shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

**4. GOAL:**

The goal of postgraduate medical education shall be to produce competent specialist and/or Medical Teachers.

- 4.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 4.2 Who shall have mastered most of the competencies pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system.
- 4.3 Who shall be aware of the contemporary advance and developments in the discipline concerned.
- 4.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology.
- 4.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals.

**5. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

**5.1 Eligibility Criteria: Candidate for M.D./M.S. Degree must be-**

A candidate who has passed final year M.B.B.S. examination after pursuing a study in a medical college recognised by the National Medical Commission (NMC), from a recognised Medical College affiliated to any other University recognised as equivalent thereto, and has completed one year compulsory rotating internship in a teaching Institution or other Institution recognised by the National Medical Commission (NMC), and has obtained permanent registration with Medical Council



of India or NMC or any State Medical Council shall be eligible for admission, or should obtain the same within one month from the date of his admission, failing which the admission of the candidate shall be cancelled.

**5.2 Procedure for selection of candidates for post graduate courses shall be as follows:**

- 5.2.1 There shall be a uniform entrance examination to all medical educational institutions at the Postgraduate level namely 'National Eligibility-cum-Entrance Test' for admission to postgraduate courses in each academic year and shall be conducted under the overall supervision of the Ministry of Health & Family Welfare, Government of India.
- 5.2.2 The "designated authority" to conduct the 'National Eligibility-cum-Entrance Test' shall be the National Test Agency (NTA) or any other body/organization so designated by the Ministry of Health and Family Welfare, Government of India.
- 5.2.3 In order to be eligible for admission to Postgraduate Course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50 percentile in the 'National Eligibility-Cum-Entrance Test for Postgraduate courses' held for the said academic year. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, and Other Backward Classes, the minimum marks shall be at 40 percentile. In respect of candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016, the minimum marks shall be at 45 percentile for General Category and 40 percentile for SC/ST/OBC. The percentile shall be determined on the basis of highest marks secured in the All India Common merit list in National Eligibility-cum-Entrance Test for Postgraduate courses.
- Provided when** sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to Postgraduate Courses, the Central Government in consultation with National Medical Commission (NMC) may at its discretion lower the minimum marks required



for admission to Post Graduate Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the academic year only.

- 5.2.4** The reservation of seats in Medical Colleges/institutions for respective categories shall be as per applicable laws prevailing in States/Union Territories. An all India merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in National Eligibility-cum-Entrance Test and candidates shall be admitted to Postgraduate Courses from the said merit lists only.
- 5.2.5** 5% seats of annual sanctioned intake capacity shall be filled up by persons with benchmark disabilities in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016, based on the merit list of National Eligibility-Cum-Entrance Test for admission to Postgraduate Medical Courses.
- 5.2.6** No candidate who has failed to obtain the minimum eligibility marks as prescribed in Sub-Clause (3) above shall be admitted to any Postgraduate courses in the said academic year.
- 5.2.7** The University and State Government /DME will organize admission process in such a way that teaching in broad specialty postgraduate courses (MD/MS/DNB) starts as per NMC /State Government norms. For this purpose, they shall follow the time schedule indicated below:

**Admission schedule for Postgraduate courses (Broad Speciality):**

S. No.	Schedule for Admission	State Counselling
1	Conduct of Exam	Schedule will be followed as prescribed by NMC/Government from time to time
2	Declaration of Result	



3	1 <sup>st</sup> Round of Counselling	
4	Last date of Joining	
5	2 <sup>nd</sup> Round of Counselling	
6	Last date of Joining	
7	Mop up Round / CLC Round	
8	Last date of Joining	
9	Forwarding the list of students in order of merit equaling to ten times the number of vacant seats to the Medical Colleges by the Counselling Authority	
10	Last date of Joining	

- All India Quota Seats remaining vacant after last date for joining will be deemed to be converted into State Quota.
- Institute/ College/ Courses permitted after 28<sup>th</sup> February will not be considered for admission/ allotment of seats for current academic year.
- In any circumstances, last date for admission/ joining will not be extended after 31<sup>st</sup> May.
- For the purpose of ensuring faithful obedience to the above time-schedule, Saturday, Sunday or Holidays (except National Holiday) shall be treated as working day.

5.2.8 There shall be no admission of students in respect of any academic session



beyond 31st May for postgraduate courses. The University shall not register any student admitted beyond the said date.

- 5.2.9 No authority / institution shall admit any candidate to any postgraduate medicine course in contravention of the criteria / procedure as laid down by these Regulations and / or in violation of the judgements passed by the Hon'ble Supreme Court in respect of admissions. Any candidate admitted in contravention / violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgements passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year / years.

**5.3 COMMON COUNSELING:**

There shall be a common counseling for admission to all Postgraduate Courses (MD/MS) in all Medical Educational Institutions on the basis of merit list of the National Eligibility-cum-Entrance Test, which shall be conducted by the statutory authority / state Government.

**6. MIGRATION:**

Migration/transfer of students undergoing any postgraduate course shall not be permitted.

**7. COMMENCEMENT OF COURSE:**

As per directions issued by competent authority such as NMC, DME/ State Government.

**8. ATTENDANCE, PROGRESS AND CONDUCT:**

- 8.1 A candidate pursuing degree course should work in the concerned department of the institution for the full period as a full time student. No candidate is permitted to run a clinic/ laboratory/ nursing home while studying postgraduate course.



- 8.2 Each year shall be taken as a unit for the purpose of calculating attendance.
- 8.3 Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons.
- 8.4 Every candidate is required to attend a minimum of 80% of the training during each academic year of the post graduate course. Provided further that leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every year. Similarly, the matter of grant of leave to Post Graduate students shall be regulated as per respective University / State Government rules.
- 8.5 Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University Examinations.

**9. METHOD OF TRAINING:**

The students undergoing postgraduate courses shall exposed to the following:

- 9.1 Basics of statistics to understand and critically evaluate published research paper.
- 9.2 Exposure to human behaviors students.
- 9.3 Basic understanding of pharmaco-economics.
- 9.4 Introduction to the non-linear mathematics.
- 9.5 The training given with due care to the Post Graduate students in the recognized institutions for the award of various Post Graduate medical degrees/diplomas shall determine the expertise of the specialist medical teachers produced as a result of the educational program during the period of stay in the institution. All the candidates joining the postgraduate training programme shall work as full time residents during the period of training and shall attend not less than 80% (Eighty percent) of the imparted training during each academic year including assignments, assessed full time responsibilities and participation in all facets of the educational process.



- 9.6 Every institution undertaking postgraduate training program shall set up an academic cell or a curriculum committee, under the chairmanship of a senior faculty member, which shall work out the details of the training program in each specialty in consultation with other department faculty staff and also coordinate and monitor the implementation of these training programs.
- 9.7 The training program shall be updated as and when required. The structured training program shall be strictly followed, to enable the examiners to determine the training undergone by the candidates and the National Medical Commission (NMC) inspectors to assess the same at the time of inspection.
- 9.8 Postgraduate students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of surgical operations assisted or done independently (for M.S. candidates).
- 9.9 The record books shall be checked and assessed by the faculty members imparting the training.
- 9.10 During the training for degree/diploma to be awarded in clinical disciplines, there shall be proper training in basic medical sciences related to the disciplines concerned; during the training for the degree to be awarded in basic medical sciences, there shall be training in applied aspects of the subject; and there shall be training in allied subjects related to the disciplines concerned. In all postgraduate training programs, both clinical and basic medical sciences, emphasis is to be laid on preventive and social aspects and emergency care. Facilities for autopsies, biopsies, cytopsies, endoscopic and imaging etc., also be made available for training purposes.
- 9.11 The postgraduate students shall be required to participate in the teaching and training program of undergraduate students and interns.
- 9.12 Training in medical audit, management, health economics, health information system, basics of statistics, exposure to human behavior studies, knowledge of pharmaco- economics and introduction to non-linear mathematics shall be imparted to the postgraduate students.



9.13 Implementation of training programs for the award of various postgraduate degrees and diplomas shall include the following: -

**9.13.1 Doctor of Medicine (M.D.)/Master of Surgery (M.S.)**

9.13.1.1 Basic Medical Sciences: Lectures, seminars, journal clubs, group discussions, participation in laboratory and experimental work, and involvement in research studies in the concerned specialty and exposure to the applied aspects of the subject relevant to clinical specialties.

9.13.1.2 Clinical disciplines: In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, group discussions, clinical meetings, grand rounds, and clinico-pathological conferences; practical training in diagnosis, Medical and surgical treatment; training in the basic medical sciences, as well as in allied clinical specialties.

**PERIOD OF TRAINING:** The period of training for M.D./M.S. shall be three years including examination period provided that, in case of student possessing two years recognized PG Diploma course in the same subject the period of training shall be of two years.

**10. PERIODIC TESTS:**

10.1 In case of degree courses of three years duration (MD/MS), the concerned departments may conduct three tests, two of them be annual tests, one at the end of first year and the other in the second year. The third test may be held three months before the final examination. The tests may include written papers, practicals / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department and sent to the University, when called for.

10.2 Records: Records and marks obtained in tests will be maintained by the Head of



the Department and will be made available to the University.

#### **11. MONITORING LEARNING PROGRESS:**

It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning out comes to be assessed should include:

- (i) Personal Attitudes,
- (ii) Acquisition of Knowledge,
- (iii) Clinical and operative skills,
- (iv) Teaching skills and
- (v) Dissertation.

##### **11.1 Personal Attitudes. The essential items are:**

- Caring attitudes
- Initiative
- Organizational ability
- Potential to cope with stressful situations and undertake responsibility
- Trust worthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team
- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.



**11.2 Acquisition of Knowledge:** The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- **Journal Review Meeting (Journal Club):** The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist
- **Seminars / Symposia:** The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist
- **Clinico-pathological conferences:** This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.
- **Medical Audit:** Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

**11.3 Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

## **12. SCHEME OF EXAMINATION AND PASSING HEADS:**

**12.1** University shall conduct examination at the end of three academic years for M.D, M.S. Courses. University shall conduct not more than two examinations in a year,



with an interval of not less than four and not more than six months between the two examinations.

12.2 M.D/M.S. examination in any subject shall consist of thesis, theory papers and clinical/practical and oral examination.

12.3 **Passing head and standard of Passing: -**

There will be two heads of passing: -

12.3.1 Four papers of theory shall form one head of passing

12.3.2 Clinical, oral, and practical taken together shall form the second head of Passing

12.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt. A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt.

12.4 **To pass a candidate must obtain:**

12.4.1 Fifty percent of the total marks in theory examination (Total of all the four papers must be 50% of the total marks of theory). Obtaining a minimum of 40% marks in each theory paper and not less than 50% marks in practical examination shall be mandatory for passing the examination as a whole in the said degree examination.

12.4.2 Fifty percent of the total marks in clinical, oral and practical taken together.

12.5 **Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.

### 13. **SCHEME OF THEORY EXAMINATION:**

13.1 There shall be four theory papers at M.D./M.S. examinations, of 100 marks each.



13.2 Each Paper shall be of 3 hours duration.

Out of these one shall be of Basic Medical Sciences and one shall be of recent advances.

**Pattern of Question Paper for M.D. / M.S. as given below:**

Q. No.	Nature of Questions	Division of Marks	Total Marks
1.	Long Answer Question	1 X 20	20 Marks
2.	Long Answer Question	1 X 20	20 Marks
3.	6 SAQs (a) (b) (c) (d) (e) (f)	6 X 10	60 Marks
<ul style="list-style-type: none"> <li>• Their shall be Three Long answer Questions where the candidate has to attempt any Two out of Three</li> <li>• Their shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight</li> </ul>			

**PAPER WISE DISTRIBUTION AS GIVEN BELOW:**

**M.D./ M.S. (Super Speciality)**

S. No.	Course Title	Paper No.
1	M.D. / M.S.	Paper -1
		Paper -2
		Paper -3
		Paper -4



**14. SCHEME OF PRACTICAL EXAMINATION:**

- 14.1 Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a minimum one long case and two short cases.
- 14.2 Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects.
- 14.3 The oral examination shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination.
- 14.4 The maximum number of candidates to be examined in clinical/Practical and viva on any day shall not exceed 8 for M.D./M.S. degree examinations.
- 14.5 All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce.
- 14.6 There will be 400 marks for the Practical/ Clinical Examination.

**15. GUIDELINES FOR APPOINTMENT OF EXAMINERS:**

- 15.1 No person shall be appointed as an examiner in any subject unless he fulfills the minimum requirements for recognition as a post Graduate teacher as laid down by the National Medical Commission (NMC) and has teaching experience of 8 (Eight) years as a Asst. Professor out of which he has not less than 3 (Three) Years teaching experience after obtaining Post Graduate degree. For external examiners, he should have minimum six years' experience as recognized Post Graduate teacher in the concerned subject. Out of internal examiners, one examiner shall be Professor and Head of Department or Head of Department.



- 15.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfills the condition laid down in clause – a) above shall ordinarily be invited from another recognized medical college, preferably from outside the State.
- 15.3 An external examiner may be ordinarily appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 15.4 The Head of the department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.
- 15.5 Under exceptional circumstances, examinations may be held with 3 (three) examiners provided two of them are external and National Medical Council is intimated the justifications of such action Result shall not be published in such cases without the approval of National Medical Commission.

**16. THESIS/DISSERTATION GUIDELINES:**

Every candidate shall carry out work on an assigned research project under the guidance of a recognized post-graduate teacher, the results of which shall be written up and submitted in the form of a Thesis/Dissertation.

Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, statistical methods acquaintance with the latest advances in medical sciences and the manner of identifying and consulting available literature.

The topic of thesis shall be as selected by the candidate. The institutional ethics committee (college level) will approve the topic. The title of the topic along with plan of work not exceeding 500 words in prescribed proforma under intimation to the Dean should be submitted to the Deputy Registrar (Academics) of the University with the recommendation of guide/PG teacher within a period of 06 months from the date of registration or as notified by the University from time to time. Ordinarily the University shall approve the topic. Unless communicated otherwise within a period of two months



from the date of receipt of plan of work by the University it shall be assumed that the topic of dissertation is approved and no communication is necessary in the connection. Change of topic will not be allowed once title is submitted to the University, except with prior permission of the University.

In case of delay in submission of topic of dissertation and plan of work the period of training of the candidate shall be extended proportionately for which the entire responsibility shall be upon the candidate/guide/Dean. University in such has shall not bear any responsibility for providing facility of training for the extended period.

The dissertation should be written under the following headings:

- i. Introduction
- ii. Aims or objectives of study
- iii. Review of Literature
- iv. Material and Methods
- v. Results
- vi. Discussion
- vii. Bibliography
- viii. Annexure

The written text of dissertation shall be not less than 50 pages excluding references tables, questionnaires and other annexure. It should be neatly typed in double lines spacing on one side of paper (A4 size, 8.27" X 11.69") and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Four hard copies of dissertation along with soft copy on a CD thus prepared shall be submitted to the Controller of Examination, six months before final examination on or before the dates notified by the University.

Examiners appointed by the University shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the University examination.



Candidate submitting thesis after the last date shall not be eligible to appear in ensuing University examination even if they are issued hall-ticket/admit card. If Thesis is rejected, the candidate will have to appear after six months, after making necessary modification and resubmission.

To be eligible to be declared as successful in the PG Degree examination, it is compulsory for candidate to pass in all heads of the examination in the same attempt.

No candidate passing in all other heads of examination will be declared successful unless his/her dissertation is recommended for acceptance by at least two out of three examiners appointed to evaluate the thesis/dissertation.

Thesis shall be examined by a minimum of 3 examiners, (Appointed by University) One internal and Two external who shall not be examiners for theory and clinical. At least two examiners shall approve the same 3 Months before final examination otherwise candidate will lose his 6 months. Result of thesis should be ordinarily declared after 33 months.

In case a thesis is rejected the same shall be communicated to the candidate along with the reasons for rejection ordinarily prior to the commencement of theory examination. The thesis shall not contain anything, which can reveal the identity of the candidate/institution of the candidate.

However, it shall contain certificate issued by the guide countersigned by the Dean, certifying therein that the work done by the candidate has been carried-out under the supervision of the guide for his/her entire satisfaction. This certificate should be independent and should not be attached inside the thesis.

#### **GUIDE:**

The academic qualification and teaching experience required for recognition by this University as a guide for dissertation work is as per National Medical Commission (NMC). Teachers in a medical college/institution having a total of eight years teaching experience out of which at least five years teaching experience as lecturer or Assistant Professor gained after obtaining Post Graduate teachers.



A Co-guide may be included provided the work requires substantial contribution from a sister department or from another medical institution recognized for teaching/training by National Medical Commission (NMC). The Co guide shall be a recognized postgraduate teacher.

**CHANGE OF GUIDE:**

In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the University.

**17. CANCELLATION OF ADMISSION:**

17.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

17.1.1 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

17.1.2 He/She is found to be involved in serious breach of discipline in the institution/Constituent college or the University campus.



**Ordinance No. 104**  
**BACHELOR OF SCIENCE IN X-RAY RADIOGRAPHER TECHNOLOGY (BXRT)**  
**3 YEAR DEGREE COURSE**

**1. AIMS AND OBJECTIVES**

**1.1 AIMS**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of Radiography Technology.
- 1.1.2 To provide students with an overview of various medical X-Ray and Radiotherapy Procedures.

**1.2 OBJECTIVES**

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Radiography Technology.
- 1.2.2 To perform routine and special Radiography Techniques.
- 1.2.3 To introduce quality control system in Radiography.

**2. COURSE STRUCTURE**

- 2.1 The Bachelor Degree in X-Ray Radiographer Technology (BXRT) of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of X-Ray Radiographer Technology, in short BXRT.
- 2.2 Duration of the course : The Bachelor of X-Ray Radiographer Technology is a three year regular degree course, named below:
  - 2.2.1 B.Sc. XRT- I year
  - 2.2.2 B.Sc. XRT- II year
  - 2.2.3 B.Sc. XRT III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BXRT, course shall have to complete the course within -the maximum permissible duration of 6 years, from the date of admission or as per University Policy.

**3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Admission to the First year-in B.Sc. in X-Ray Radiographer Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic year.
- 3.4 Selection Criteria: The admission in BXRT- First Year shall be based on the merit of the qualifying examination.

Or



Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate from Amaltas Hospital, for physical fitness.

**4. COMMENCEMENT OF COURSE:**

The course shall be commencing from the month of August of every academic year.

**5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

**5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the study. However only Dean/ Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per University Policy.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus.

**5.2 Sessional Examinations**

Three Sessional Examinations shall be conducted for each subject, separately for theory and practical.

**5.3 Internal Assessment**

The internal assessment for each subject of each academic year shall carry 100 marks.

**5.4 University Examination; Theory & Practical**

5.4.1 Written Examination

5.4.2 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

**5.5 Appointment of the Examiners/ Question Paper Setters**

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.



5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

#### 5.6 Criteria for Passing

In each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing in the next year examination.

#### 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination. There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided candidates to passing in the First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first five candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 5.8 Three month Compulsory Rotatory X-Ray Radiography Training

For BXRT III year students, three months Compulsory Rotatory Radiography Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Radiography center.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

e. X-Ray Lab



- f. Radiotherapy Lab
- g. C.T. Imaging Lab
- h. M.R.I. Imaging Lab

**The Laboratory training should cover the following terms:**

The recognized laboratory shall require experts with BXRT qualification, for the guidance of the students. Student: Technician ratio will be 5:1.

- e. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- f. Minimum 50-70 hrs. is mandatory for each of the above mentioned Laboratories.
- g. Student should obtain Training, Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- h. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD.

**6. GRACE:**

The Grace marks shall be allowed according to the University Policy.

**7. REVALUATION / RE-TOTALING:**

Re-Totaling and Revaluation both should be allowed as per the University rules.

**8. CANCELLATION OF ADMISSION:**

8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- 8.1.1 He/ She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 8.1.3 He/ She is found involved in serious breach of discipline in the institution or in the University campus.

**Note:** Other rules regarding conduct of Examination/ Scheme and Syllabus may be amended/ modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

**9. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 105**  
**ORDINANCE PERTAINING TO MASTER OF FORENSIC SCIENCES**

**1. NAME OF PROGRAM:**

Master of Forensic Science, M.Sc. (Forensic Science)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of Forensic Science Advisory Council and/or UGC. Board of Studies is authorized to recommend further Additional/Alterations in this Ordinance.

**2. NAME OF FACULTY AND BOARD OF STUDIES:**

Faculty of Forensic Science – Board of studies of Forensic Science.

**3. DURATION:**

Schedule Period of Program Completion : 2 Years (4 Semesters).

Maximum Period of Program Completion : 4 Years.

Or as per university Policy.

**4. ELIGIBILITY FOR ADMISSION:**

Candidates for admission to first year of the Master of Forensic Science, Post Graduate Degree Course shall be required to have completed their graduation in B.Sc. in Biology / Physics / Chemistry / Bio chemistry / Micro biology / Biotech, MBBS or BDS. (Admission to eligible candidate will be strictly on the basis of merit list).

**5. ADMISSION PROCESS:**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee.



**6. NUMBER OF SEATS FOR THE PROGRAM:**

It will be decided time to time by the university as per guidelines of Forensic Science Advisory Council and/or UGC.

**7. FEE STRUCTURE:**

7.1 All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

7.2 Registrar shall notify the quantum of fees payable to the schedule of registration before the start of each semester.

7.3 Fees, once paid, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination.

**8. ELIGIBILITY FOR THE AWARD OF THE DEGREE:**

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Program within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit/ industrial training, in any, as prescribed in the curriculum.

**9. ATTENDANCE:**

Minimum attendance required to become eligible to appear in the examination for each paper shall be 75% of all class lectures (theory and practical) or as per University policy .In case a student is short of attendance due to illness, participation in sports, extracurricular activities, etc. the following rules shall apply



**10. PROCESS OF EVALUATION:**

- 10.1 Theory Papers:** Semester and Annual examination shall be conducted by the University as mentioned in the academic calendar of the department. The question paper will be set by examiners appointed by the Vice Chancellor based on the recommendation of the Board of Studies. The pattern of the question paper will be decided by the University. The weightage of theory examination will be of 70% for all the courses.
- 10.2 Sessional Examination:** The sessional examination shall be conducted by the subject teacher on the dates decided by the faculty members and Director/ HOD/ Coordinator. The weightage of this examination will be 30%.
- 10.3 Practical Examination:** A Practical examination will be conducted in the papers given in the course structure. The V.C. on the basis of the recommendation of the Board of Studies shall appoint the examiners for the practical. The marks of the practical examination will be distributed on the following basis:
- 10.3.1 Sessional:** 30% based on the performance of the students in the practical experiments/seminars/attachments/assignments.
- 10.3.2 Year-end/Semester examination:** 70% based on the year-end/semester practical examination and the Viva-voce conducted by the examiners. The examiners include the faculty member, in charge of the practical course, and an external examiner appointed by the Vice-Chancellor. The examiners shall jointly award marks to the students on mutual agreement.
- 10.4 Project work / Dissertation:** Fourth Semester students of all the post graduate course will undertake a project work/ Dissertation which shall be of 300 marks which will be awarded on the basis of his/her performance in research work and for presentation/ Viva taken by the external examiner. The supervisors will be allotted by the HOD to each of the students. The supervisors will be Faculty member of the department. The examiners and Supervisor shall jointly award marks to the students on mutual agreement. The Institution may decide to send



the students to external institution for completion of experimental work / consultation with Scientist and Library for their dissertation work. In that case the HOD of the concerned external Institution will allot one of its faculty member/Scientist as the Co-supervisor to the student. If a student goes to any external Institution for completion of his dissertation work. He /She has to submit one certificate duly signed by the allotted faculty member and HOD of the external Institution.

- 10.5 **Specialization:** Fourth Semester students of M.Sc. Forensic Science may choose any one of four specializations i.e. Option A: Specialization in Forensic Biology & Serology (FBS), Option B: Specialization in Forensic Chemistry & Toxicology (FCT), Option C : Specialization in Questioned Document & Fingerprint Examination (QDFP) and Option D: Specialization in Forensic Physical Sciences
- 10.6 **Submission of Dissertation:** The student will be allowed to submit his/her thesis once the supervisor is satisfied with the progress and completion of the research work. The project work should be an original research. The student will have to submit his thesis in four copies for evaluation. The thesis should include a certificate of the work carried out by the student duly signed by the student, supervisor and Director/HOD/ Co-ordinator of the Department.
- 10.7 **Evaluation of the Dissertation/Thesis:** The student will have to defend his/her research work in front of an audience. The internal examiner with an external examiner appointed by the Vice-Chancellor will do the assessment of the project work jointly. If the examiners decide that the performance of the student in the project work as well as in oral presentation is unsatisfactory, the student will have to conduct additional experiments suggested by the examiners, rewrite the Dissertation/Thesis and resubmit.
- 10.8 **Qualifying marks and promotion:** The minimum passing marks shall be 40% in the aggregate. The minimum pass marks 40% have to be obtained in theory, sessional, practical and dissertation individually. On the basis of percentage of total marks



secured in the aggregate of all years of duration by a candidate, he/she shall be awarded a division, as detailed below:

Third Division: 40% or more than but less than 50%. (ii) Second Division: 50% or more than but less than 60%. (iii) First Division: 60% or more than but less than 75%.

iv) First Division with Distinction: 75% or more. A candidate can be provisionally promoted to the next year if he/she fulfills the following condition given below-If he/she has obtained 40% marks in the aggregate but has failed to secure 40% marks individually in theory papers. But, he/she will have to clear that paper as back paper as per rules.

- 10.9. **Declaration of results and award of degree:** After completion of the evaluation process, result will be declared by the university. Candidates declared successful may get the provisional degree from the Registrar/Vice-Chancellor of the University after one week of result. Original degree will be conferred at the time of convocation to be held annually as decided by Vice-Chancellor.

**11. GENERAL INSTRUCTIONS:**

- 11.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- 11.2 The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Academic Council of the University on the basis of Authority norms and the Board of Management of the University.
- 11.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of any or Deans and/ or all the Directors/ Deans of all Departments/ Institutions Schools. The decision of the Vice-Chancellor shall be final.
- 11.4 The Reservation to SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India.



- 11.5 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Ordinance No. 106**  
**M.Sc. IN FACIAL AESTHETICS**  
**(02 Years. Course)**

**1. AIMS & OBJECTIVES**

- 1.1 AIMS : The goal of this program is to produce competent Facial Aesthetics and / or teachers who shall be,
- 1.1.1 Graduate medical student who is oriented towards training students to undertake the responsibilities of a trained doctor who is Knowledgeable in various AESTHETIC techniques.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. In position to repair & restore the lost structure to maintain harmony between both the hard and soft tissues of the oral cavity and facial structure
- 1.1.4. The methods and techniques that would ensure and Able to manage complications which may arise after Treatment
- 1.1.5. Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he/she begins his independent career and have Skillful to execute the treatment and Knowledgeable in the available materials .
- 1.1.6 Faculty member shall avail modern educational technology while teaching the students and to attain this objective to Able to asses the predictable long term results.



- 1.1.7 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.8 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.9 Integration of ICT in learning process will be implemented.

## OBJECTIVES

The end of postgraduate program, the medical M.Sc. student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.



- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of facial aesthetic.
- 1.2.11 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.12 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and-evaluating outcome of such measures.
- 1.2.13 Be able to work as a leading partner in health care teams and replace lost natural structures.
- 1.2.14 Be able to make use of conventional techniques/instruments to perform analysis relevant to clinical screening and diagnosis.
- 1.2.15 Be competent to analyze and interpret investigative data.
- 1.2.16 Be able to demonstrate the skill of solving scientific and clinical problems and decision making.
- 1.2.17 Be competent to work in a variety of health care settings.
- 1.2.18 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to restore functional ability, esthetics and develop effective human approach skills and enhance their diagnostic, surgical and restorative skills to disseminate the acquired scientific knowledge of all procedures.
- 1.2.19 All efforts shall be made to equip the postgraduate in facial aesthetic to maintain patients health, educate the patient about the importance of esthetics and acquire knowledge from historical perspective to advancement in the subject proper and related topics.



## **2. COURSE STRUCTURE**

### **2.1 Training Period and Time Distribution**

- 2.1.1 This course is module based and each module will be of 3 or 4 days. The whole course programme will contain 12 modules which will be completed within 2 year period.
- 2.1.2 The initial module is a foundation based, where the students will be familiarized with the basic subjects. There will be dedicated lectures, regular practical and demonstration classes.
- 2.1.3 After basic module, other modules are devoted to minimal invasive facial aesthetic. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training too.
- 2.1.4 Each student will be given a research thesis topic to provide experience in research methodology.

### **2.2 Module wise syllabus Details**

#### **2.2.1 Module 1/2 - Basic Sciences, Skin Anatomy, Blood Derivatives & Research Methodologies**

- Head and Neck Anatomy
- Maxilla / Mandible: Osteology ,muscle attachments, blood supply & nerve supply / age changes
- Physiology of Aging
- Skin Anatomy - Understand skin in terms of Embryology , structure & function
- To understand affect of aging / habits upon the skin , layers of epidermis , layers of dermis , functions of dermis cells /non cellular elements
- Different types of Fitzpatrick skin types the effect of UV lights on the skin, sun tanning sun damage on the skin , skin ablative



treatments , skin non ablative treatments, Lasers , IPL.RF treatments

- Mucosa , Epithelium – Significance
- Tempromandibular joints
- Scalp Anatomy – Blood supply , Nerve supply , layers
- Intraoral structure
- Anesthesia - Face blocks, local infiltration , Intra oral / extra oral / closed mouth
- Collagen induction basic
- Role of Collagen / production of Collagen
- Cellular response, cells responsible for collagen production
- Procedures for collagen production
- Meso-therapy, Microdermabrasion, Microneedling
- Collagen threads
- History /Types of threads
- Use of threads
- Surgical vs Non surgical procedures
- Systemic disease & Diagnosis
- Radiographic interpretation – MRI , CT-Scan , Radiograph
- Neoplasm and types of neoplasm
- Investigations
- Post operative facial scar & Keloid

#### **Blood derivatives:**

- Concept of Blood derivatives
- Generations / types
- Growth factors in blood
- PRP/ PRF/ I-PRF/ A-PRF / L-PRP and difference in each other
- Cell behaviour in response to centrifugation
- Centrifugation concept
- Clinical use Extra-oral use

#### **Applications:**

Extra Oral:



Facelift , Scar Treatment , Face Rejuvenation, Dark Circles , Lip Depigmentation Combination With Other Procedures, Lasers, Fillers , Implants Use With Stem Cells

**Inta-oral:**

Implants, Sinus elevations, socket elevation ,Soft tissues surgery, Hard/soft tissue augmenatation

**Research Methodology**

1. Epidemiology & Research
2. Collection, Analysis, Interpretation & Presentation of Data.
3. Dissertations & Research Paper Writing
4. Biostatistics
  - Medico-legal aspects of Cosmetic Dermatology
  - Ethics in cosmetic practice

**2.2.2 MODULE 3/4 – Injectables / Applicable Solutions**

- Anatomy of facial pads & Physiological effects of ageing
- Replacement options by natural and artificial
- Dermal fillers
- Introduction, types of fillers ,
- Hyaluronic Acids(HA), different types based upon use and linkage
- Indication/ contraindication of H.A
- Injection procedures ,different manufactures , treatment of complication
- Managing patient expectations
- Non HA fillers - Permanent/ temporary synthetic, Autologous
- Dermal fillers for specific region – lips hands face neck jaw body
- Augmentation of facial fat pads with dermal fillers , aesthetic treatments
- Intraoral uses of dermal fillers, Interpapillaloss , gingival recession , Graft material
- Tissue engineering

**BOTOX**

- Introduction
- Historical milestones related with Botox in all fields
- Types of BOTOX / Basic science of Botox



- Therapeutic uses of BOTOX / Serotypes & Structure
- Storage / Dilution
- Injection technique
- Preoperative / Postoperative assessment
- Complications
- Medical / Dental uses

### **CHEMICAL PEEL**

- Introduction
- History of Chemical peel
- Indication / Contraindication
- Chemistry of peels
- Classification of peels
- AHA , BHA , Regional & Subtypes
- Indication and use of separate peels
- Priming/ Post instructions
- Medical use / Dental use
- Complications & Treatment
- French peeling
- Combination procedures
- Ablative procedures / non ablative procedures

Physiology of aging including hormonal changes in testosterone , Growth hormones & the menopause Menopause, andropause & somatopause Hormonal replacement as anti-ageing therapy, Vitamins and anti-ageing, Role of nutrition in anti-ageing , Role of exercise as an anti-ageing strateg, Meso-therapy Lipo solution, role & injection procedures

### **2.2.3 MODULE 5/6 - Hair Restoration & Removal:**

- Normal Hair growth Cycles, Haircolour& variations Hair follicle anatomy ,Physiology & pathology and how this related to hair follicle pharmacological treatment pathological /physiological hair fall Systemic conditions related with Hair Growth & hair fall Syndrome associated with hair problems,
- Concept of Hair aesthetics – Hair transplant systems , Biofibers and Artificial system Drug treatment , use , dose , working Non –surgical vs surgical vs Lasers system



- Lasers – types of lasers for Hair removal ,Operating system  
Complications

#### **2.2.4 MODULE 7/8 - Lasers and its Applications**

- Introduction
  - Types of Laser / Classification
  - Application of Lasers
  - Ablating / Non Ablating Lasers
  - Hard tissue / Soft tissue Lasers
  - Reduction of wrinkles, age spots, Melasma , post wrinkle birthmarks, spider veins, Rosacea, Unwanted hair, Removing warts & growths, Diminish scars, Removing Tattoos
  - Selections of patients, preparations of patients
  - Post treatment / care
  - Post surgical scar correction Scar revision
  - Complications
  - Potential risks
  - Follow up
- Surgical & Non surgical scar correction**

- Concept of Plastic surgery
- Facial implants
- Rhinoplasty
- Skin grafting
- Selection of area Graft , types of graft
- Selection of patients
- Incision on Face , different procedures, Sutures, Types of sutures
- Concept of Biological glue
- Difference between Conventional vs Bio Glue
- Uses Extraoral / Intraoral

#### **2.2.5 MODULE 9/10 - Stem cells and its Applications**

- Stem cell
- Aesthetic / Regenerative Medicine / Dental



- Introduction
- Concept of Stem cells
- Types of stem cells
- Pre-Examination
- Procedures for Stem cell collections
- Differentiations , amplifications , applications
- Lab processing , Isolation analysis & concentrations of stem cells in the Lab
- Stem cell implantation
- Anti-aging & Skin Rejuvenation by stem cells
- Bio-fillers for wrinkle fillers
- Body contouring
- Cosmetic gynaecology , Scar & Stretch marks
- Hair loss
- Total body rejuvenation
- Bio –identical hormones
- Nutrition & supplements
- Lifestyle & auto-immune diseases
- Sports injury

#### **2.2.6 MODULE 11/12 - Advance Procedures in Aesthetic Medicine**

- Plasma technologies in Aesthetic Medicine
- Radio frequency devices and procedure
- R.F Mono / Bi-Tripolar
- Ultra Sound based devices
- Acoustic wave therapy ( X-Wave)
- Cellulite reduction device
- Skin lighting treatment
- Mode of actions
- Newest technologies & innovations in Aesthetic medicine

#### **Maxillofacial prosthesis**

- Material used in MFP
- Classification of materials
- Processing methods



- Ear, ocular prosthesis, Eye, Facial prosthesis

## 2.3 Thesis

Each candidate after passing M.Sc.(Facial Aesthetic) entrance examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months. The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for hire admission to the written part of the M.Sc. (Facial Aesthetic) examination.

The thesis will be evaluated by one external and one main internal examiner.

## 3. Academic Qualification and Selection Criteria for Admission

### 3.1 Eligibility:

- Completion of Medical or Dental Degree (MBBS/MD, BDS, MDS) recognized by Medical and Dental Council.
- Other Health Professionals (BHMS/BAMS)
- Having Keen Interest in making Career in Aesthetic Medicine
- Applicant should submit copies of following:
  - Qualification certificates
  - International qualification certificates (If Any)
  - Applicants without the above academic criteria but relevant /suitable experience can apply.
  - Application will be judged on the individual specifics of background and qualifications including ability to work at postgraduate level

### 3.2 Selection of Students:



- 3.2.1 Selection of candidates for the M.Sc. course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny.
- 3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.
- 3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.
- 3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

#### **4. Commencement of Course**

- Course for M.Sc.IN FACIAL AESTHETIC shall commence by OCT/NOV. of the year.

#### **5. Regulation Relating to Assessment. of Academic Growth of Students**

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:
  - 5.1.1 Attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital posting.
  - 5.1.2 Internal Assessment
    - 5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, presentation etc. during each module.



- 5.1.2.2 An examination shall be conducted after each module.
- 5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.
- 5.1.2.4 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during module is evaluated. Some examples are as follows:

Preparation of subject for students seminar, Problem solving exercise, Participation in Project for health care in the community (planning stage to evaluation) and Proficiency in carrying out a practical or a skill in small research project.

Multiple choice questions (MCQ) test after completion of each module.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as home work/Vacation work.

## 6. Appointment of Examiners

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject.



- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination program so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal -& External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same University and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

#### **7. Examinations scheme (Theory and Practical):**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions (SAQ), Long Answer Questions (LAQ), Essay type,, and Multiple Choice Questions. Marks for each part indicated separately.



7.2 Practicals will be conducted. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.

7.3 Viva/oral includes evaluation of management approach.

7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

7.5 Question papers should preferably be of short structure/objective type.

7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills as detailed in Appendix-A.

7.7 There shall be one main examination in the end of last module and a supplementary to be held not later than 6 months after the publication of its results,

7.8 Universities Examinations shall be held as under: -

7.8.1. The examination in M. Sc.(FACIAL AESTHETIC) shall consist of

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

a. Thesis (100 marks):

Each candidate after passing entrance examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide



& the Head . of the Institution to the University for registration of the subject within four months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination. The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem. Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. examination.

The thesis will be evaluated by one external and one main internal examiner.

- b. **Theory examination: (each for 100 marks and of 3 hours duration)**  
THEORY- 100 marks

Paper 1 : FACIAL AESTHETIC

- c. **PRACTICALS:**

1. Case presentations-75 marks

2. Viva voce-25 mark

- d. **Internal assessment**

(100 marks) Includes Sessional examinations, record books and day-to-day assessments

<b>Thesis-Viva Voce</b>	<b>100 marks</b>
<b>Paper-1</b>	<b>100 marks</b>
<b>Practical &amp; Viva voce</b>	<b>100 marks</b>
<b>Internal Assessment</b>	<b>100 marks</b>
<b>TOTAL</b>	<b>400 marks</b>

#### 7.9 Criteria for passing.

7.9.1 Results of University examinations shall be declared.

7.9.2 Passing in theory as well as practical is compulsory for clearing the course programme.



7.9.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately,

7.9.4 Marks of Viva Voce shall be added to Practical.

#### 7.10 Division and Merit list

7.10.1 The division shall be awarded only after University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at M.Sc. in facial aesthetic University examinations. There shall be only three divisions as follows-

- 1st division with honors : 75 % and above
- 1st division 60 % and above but below 75%
- 2nd division : 50 % and above but below 60%

7.10.2 The merit shall be declared by the University after the declaration of result of University examinations. on the basis of the integrated performance of all University examinations.

#### 7.11 Condonation of Deficiency in Marks

7.11.1 The grace marks up to a maximum of five marks may be awarded at the direction of the University to a student.

7.11.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

### 8. Revaluation / Re-Totaling

8.1 Re-totaling-The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.



- 8.2 Revaluation- Revaluation of theory papers of study of the M.Sc. facial aesthetics course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the rescrutiny considered accordingly.

## 9. General

- 9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on therecommendation of the head of the institution if
- 9.1.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.
- 9.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
- 9.1.3 He/she is found to be involved in serious breach of discipline in the institution or the University campus
- 9.1.4 The provisions of this ordinance shall change as per the directive of regulatory authority.



**Ordinance No. 107**  
**FELLOWSHIP IN FACIAL AESTHETICS**  
**(01 Year Course)**

**1 AIMS & OBJECTIVES**

- 1.1 **AIMS :** The goal of this program is to produce competent Facial Aesthetics who shall be,
- 1.1.1 Graduate medical student who is oriented towards training students to undertake the responsibilities of a trained doctor who is Knowledgeable in various Aesthetic techniques.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. In position to repair & restore the lost structure to maintain harmony between both the hard and soft tissues of the oral cavity and facial structure
- 1.1.4. The methods and techniques that would ensure and able to manage complications which may arise after Treatment.
- 1.1.5. Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he/she begins his independent career and have skillful to execute the treatment and knowledgeable in the available materials.
- 1.1.6 Faculty member shall avail modern educational technology while teaching the students and to attain this objective to able to assess the predictable long term results.



- 1.1.7 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.8 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.9 Integration of ICT in learning process will be implemented.

## OBJECTIVES

The end of Fellowship program, the Fellowship students should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and



develop humane attitude towards the patients in discharging one's professional responsibilities.

- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of facial aesthetic.
- 1.2.11 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.12 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and-evaluating outcome of such measures.
- 1.2.13 Be able to work as a leading partner in health care teams and replace lost natural structures.
- 1.2.14 Be able to make use of conventional techniques/instruments to perform analysis relevant to clinical screening and diagnosis.
- 1.2.15 Be competent to analyze and interpret investigative data.
- 1.2.16 Be able to demonstrate the skill of solving scientific and clinical problems and decision making.
- 1.2.17 Be competent to work in a variety of health care settings.
- 1.2.18 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to restore functional ability, esthetics and develop effective human approach skills and enhance their diagnostic, surgical and restorative skills to disseminate the acquired scientific knowledge of all procedures.



- 1.2.19 All efforts shall be made to equip the Fellowship in facial aesthetic to maintain patients health, educate the patient about the importance of esthetics and acquire knowledge from historical perspective to advancement in the subject proper and related topics.

## **2. COURSE STRUCTURE**

### **2.1 Training Period and Time Distribution**

- 2.1.1 This course is module based and each module will be of 3 or 4 days. The whole course programme will contain 06 modules which will be completed within 1 year period.
- 2.1.2 The initial module is a foundation based, where the students will be familiarized with the basic subjects. There will be dedicated lectures, regular practical and demonstration classes.
- 2.1.3 After basic module, other modules are devoted to minimal invasive facial aesthetic. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training too.
- 2.1.4 Each student will be given a research thesis topic to provide experience in research methodology.

### **2.2 Module wise syllabus Details**

#### **2.2.1 Module 1 - Basic Sciences, Skin Anatomy & Research Methodologies**

- Anatomy & Anaesthesia
- Local Anaesthesia Blocks of Head and Neck
- Anatomy of Head and Neck
- Blood supply, Nerve supply
- Skin
- Universal Classification of skin type
- Facial Scale: Measurement of facial skin & soft tissue laxity
- Facial aging & its mechanics
- Peptides for Facial skin aging



- Treatment of Hyperpigmented photodamaged skin
- Chemical peels: Rejuvenation of Neck
- Types of peel Intraoral / Extraoral use
- Combined techniques of Ablative skin resurfacing
- Photorejuvenation
- Electrocoagulation
- Microderma- abrasion
- Medico-legal aspects of Cosmetic Dermatology, Ethics in cosmetic practice
- Epidemiology, Collection, Analysis, Interpretation & Presentation of Data, Dissertations & Research Paper Writing, & Biostatistics
- Medico-legal aspects of Cosmetic Dermatology
- Ethics in cosmetic practice

### 2.2.2 MODULE 2 – Blood Derivatives & Injectables

#### BLOOD

- Blood product / Derivative
- Plasma Skin Resurfacing
- Concept of PRP, PRF, IPRF, APRF
- Extraoral & Intraoral use of Blood Derivative
- Application / Use of PRP/PRF
- Face, Skin, Hair, Joints Injections

#### BOTOX

- Serotypes
- Techniques, Complications
- Extraoral / Intraoral use

#### Mesotherapy

### 2.2.3 MODULE 3 – Injectable Facial Pads & Threads :

#### • Fillers

- a) What are fillers
- b) Full face lift (8 point lift)
- c) Complete face points
- d) Mini facelift



- e) Facial implants
- f) Intra oral use of fillers
- g) Lip Augmentation
- h) Nose , chin Augmentation

- **Threads**

- a) History of sutures/ threads
- b) Antigravity/ elevation lift
- c) Biolifting&bioresurfacing
- d) Types of threads

- **Micro Needling**

## **2.2.4 MODULE 4 - Hair Restoration / Removal**

- Hair Restoration and Complication
- Aesthetic principles for Hair restoration
- FUE/FUT Method
- Application of FUE Methods
- Mesotherapy for treatment of Male type Alopecia
- Female type Alopecia

## **2.2.5 MODULE 5 - Advance Procedures in Aesthetic Medicine**

- LASERS
- Radio frequency
- Laser scar removal
- Laser hair removal
- Surgery for prominent Ears

## **2.2.6 MODULE 6 - Revision**

- 3 days Revision class of all Modules

## **2.3 Thesis**

Each candidate after passing Fellowship in Facial Aesthetic entrance examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months. The



Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for hire admission to the written part of the Fellowship in Facial Aesthetic examination.

The thesis will be evaluated by one external and one main internal examiner.

### **3. Academic Qualification and Selection Criteria for Admission**

#### **3.1 Eligibility:**

- Completion of Medical or Dental Degree (MBBS/MD, BDS, MDS) recognized by Medical and Dental Council.
- Other Health Professionals (BHMS/BAMS)
- Having Keen Interest in making Career in Aesthetic Medicine
- Applicant should submit copies of following:
  - Qualification certificates
  - International qualification certificates (If Any)
  - Applicants without the above academic criteria but relevant /suitable experience can apply.
  - Application will be judged on the individual specifics of background and qualifications including ability to work at postgraduate level

#### **3.2 Selection of Students:**

- 3.2.1 Selection of candidates for the Fellowship course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny.
- 3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.



- 3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.
- 3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

#### **4. Commencement of Course**

- o Course for FELLOWSHIP IN FACIAL AESTHETIC shall commence by OCT/NOV. of the year.

#### **5. Regulation Relating to Assessment. of Academic Growth of Students**

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:
- 5.1.1 Attendance 75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital posting.
- 5.1.2 Internal Assessment
- 5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, presentation etc. during each module.
- 5.1.2.2 An examination shall be conducted after each module.
- 5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.



- 5.1.2.4 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during module is evaluated. Some examples are as follows:

Preparation of subject for students seminar, Problem solving exercise, Participation in Project for health care in the community (planning stage to evaluation) and Proficiency in carrying out a practical or a skill in small research project.

Multiple choice questions (MCQ) test after completion of each module.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as home work/Vacation work.

## 6. Appointment of Examiners

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination program so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate



(PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal -& External) are from the medical qualification stream.

- 6.4 External examiners shall not be from the same University and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examiner ship for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

#### **7. Examinations scheme (Theory and Practical):**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions (SAQ), Long Answer Questions (LAQ), Essay type,, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals will be conducted. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.



7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.

7.5 Question papers should preferably be of short structure/objective type.

7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills.

7.7 There shall be one main examination in the end of last module and a supplementary to be held not later than 6 months after the publication of its results,

7.8 Universities Examinations shall be held as under: -

7.8.1. The examination in FELLOWSHIP IN FACIAL AESTHETIC shall consist of

e. Thesis

f. Theory paper

g. Practical examination & Viva voce

h. Internal Assessment

**c. Thesis (100 marks):**

Each candidate after passing entrance examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within four months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination. The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem. Approval by the examiner of the thesis submitted by the candidate



shall be pre-condition for his admission to the written part of the Fellowship examination.

The thesis will be evaluated by one external and one main internal examiner.

**d. Theory**

Examination: (each for 100 marks and of 3 hours duration)

THEORY- 100 marks

Paper 1 : FACIAL AESTHETIC

**c. PRACTICALS:**

1. Case presentations-75 marks

2. Viva voce-25 mark

**d. Internal assessment**

(100 marks) Includes Sessional examinations, record books and day-to-day assessments

<b>Thesis-Viva Voce</b>	<b>100 marks</b>
<b>Paper-1</b>	<b>100 marks</b>
<b>Practical &amp; Viva voce</b>	<b>100 marks</b>
<b>Internal Assessment</b>	<b>100 marks</b>
<b>TOTAL</b>	<b>400 marks</b>

**7.9 Criteria for passing.**

7.9.1 Results of University examinations shall be declared.

7.9.2 Passing in theory as well as practical is compulsory for clearing the course programme.

7.9.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately,



7.9.4 Marks of Viva Voce shall be added to Practical.

7.10 Division and Merit list

7.10.1 The division shall be awarded only after University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at Fellowship in facial aesthetic University examinations. There shall be only three divisions as follows-

- 1st division with honors : 75 % and above
- 1st division 60 % and above but below 75%
- 2nd division : 50 % and above but below 60%

7.10.2 The merit shall be declared by the University after the declaration of result of University examinations, on the basis of the integrated performance of all University examinations.

7.11 Condonation of Deficiency in Marks

7.11.1 The grace marks up to a maximum of five marks may be awarded at the direction of the University to a student.

7.11.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

## 8. Revaluation / Re-Totaling

8.1 Re-totaling- The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers of study of the fellowship in facial aesthetics course shall be permissible by



the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the rescrutiny considered accordingly.

#### **9. General**

- 9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on therecommendation of the head of the institution if
  - 9.1.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.
  - 9.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
  - 9.1.3 He/she is found to be involved in serious breach of discipline in the institution or the University campus
- 9.1.4 The provisions of this ordinance shall change as per the directive of regulatory authority.



**Ordinance No. 108****MASTER OF SCIENCE (M.Sc.) IN MEDICAL ANATOMY, MEDICAL  
PHYSIOLOGY, MEDICAL PHARMACOLOGY****1.0 AIM AND OBJECTIVES:**

- 1.1 The overall aim of this course is to develop expertise in the field of basic health sciences. A process of rational thinking and cogent action will be inculcated in an individual so that her/she shall be competent to pursue various activities as demanded by any professional
- 1.2 The objectives of this course are to prepare post graduate student in the subject of Medical Anatomy, Medical Physiology, and Medical Pharmacology under the faculty of medicine who shall
  - 1.2.1 Teach and train future undergraduate and postgraduate medical students in basic medical subjects in Medical Colleges and Research Institutions.
  - 1.2.2 Carry out and guide, contribute to research advancement of the subject.
  - 1.2.3 Organize and manage administrative and clinical responsibilities for routine day to day departmental work.
  - 1.2.4 Developing human resource for government organization and industries.

**2.0 APPLICABILITY :**

- 2.1 This ordinance shall apply to the programme and courses leading to the award of postgraduate degrees of Master of Science in Medical Anatomy, Medical Physiology, and Medical Pharmacology under the Faculty of Medicine. These courses will be similar to that of M.D. examination.

**3.0 DEFINITIONS:**

- 3.1 Academic Year: Duration of course shall be of 3 Years from the date of admission.
- 3.2 Course An Academic programme and/or component, carrying a distinctive code.
- 3.3 External Examiner Examiner not in the employment of the University
- 3.4 Programme: Programme of courses and/or other components leading to the award of degree of Master of Science in medical subjects like in the subject of Medical Anatomy, Medical Physiology, and Medical Pharmacology.
- 3.5 Regular Student: A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.6 University: AMALTASUniversity, Dewas, Madhya Pradesh.



**4.0 ADMISSION:**

- 4.1 Candidates possessing following minimum qualification shall be eligible for admission.
- 4.1.1 Graduate with MBBS/BDS/BPT/B Pharma/B.Sc Biology (Le Zoology/Botany as major paper) from a recognized university with minimum aggregate 50% marks in aggregate at the qualifying examination (Relaxation as per norms) MBBS shall be preferred
- 4.2 Admissions shall be according to the following criteria:
  - 4.2.1 Merit prepared on the basis of mark obtained in the qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals/ NRI/ PIO shall be as per policy/rules as applicable.
- 4.5 Candidate who has already appeared in the last year examination of Graduate programme may be considered for admission, if he/ she have successfully passed last year examination Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.
- 4.6 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.
- 4.7 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand canceled and the seat will be offered to the first candidate on the waiting list.

**5.0 COMMENCEMENT & DURATION:**

- 5.1 The programme shall generally commence in July/August every year.
- 5.2 Master of Science in medical subjects shall be a fulltime programme and duration is three academic years (36 months). No exemption shall be given from this period of training of three years for any other experience or diploma. All the courses of study will be executed under the guidance and the supervision of the recognized Post graduate teachers in the respective subjects.

**6.0 MEDIUM OF INSTRUCTION**

- 6.1 English shall be the medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% theory and practical classes inclusive of non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, clinical/hospital posting.



**8.0 EXAMINATIONS:**

- 8.1 University Examinations shall be held at the end of each part.
- 8.1.1 After completion of one academic year, M. Sc. Part-I examination will be conducted. No student shall be permitted to join M.Sc Part-II training until he/she passed in all the subjects of M.Sc. Part-1 examination
- 8.1.2 After completion of total three academic years, M. Sc. Part-II final university examination will be conducted and if any changes in examination schime will be approved by Academic Council.
- 8.1.3 The dissertation is compulsory for candidates registered for P.G. degree and should include candidates own work under a supervisor, qualified for the purpose and recognized as a PG teacher by the university, after six months of admission The subject of dissertation along with synopsis (about 200 words) signed by PG teacher H.O.D. and Head of the Institution will be submitted within six months of admission to the University Ethics Committee of the Institution must approve the topic of dissertation Completed dissertation will be submitted to the university that is, six month before the date of final examination
- 8.1.4 The Candidate shall publish at least one research paper in National or International indexed medical research journal, or submit the evidence of acceptance of paper, related to his/her subject/dissertation topic, before submission of final dissertation to the university
- 8.1.5 The dissertation shall be examined by a minimum of three examiner one internal and two external examiners. A candidate shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the dissertation by the examiners
- 8.1.6 Theory and Practical/Clinical examination for the subjects including basic medical sciences shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subject.
- 8.1.7 The Oral examination shall be thorough and shall aim at assessing the candidate knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the specialty, which form a part of the examination\
- 8.2 The university shall conduct not more than two examinations in a year Le one main and another supplementary, with an interval of not less than 4 and not more than 6 months.
- 8.3 Details of subjects and course curricula shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 HEAD OF PASSING & PASSING CRITERIA:**

- 9.1 A candidate shall secure not less than 50% marks in each head of passing which shall Include(1) Theory,(2) Practical including clinical and viva voce examination.



**10.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 10.1 Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be faculties of AMALTA University or from any recognized College / University, with minimum eight years teaching experience after obtaining his/her post graduate degree in the related subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.
- 10.2 Assistant Professor (s) with required minimum teaching experience / Associate Professor(s)/ Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of Faculty / Institution as follows:
- 10.2.1 All the Post Graduate Examiners shall be recognized Post Graduate Teachers holding recognized Post Graduate qualifications in the subject concerned.
- 10.2.2 For all Post Graduate Examinations, the minimum number of Examiners shall be four, out of which at least two (50%) shall be External Examiners, who shall be invited from other recognized universities.
- 10.2.3 No person shall be appointed as an internal/external examiner in any subject unless he/she has three years experience as recognized PG teacher in the concerned subject.

**11.0 DIVISION**

- 11.1 The division shall be awarded only after Part II university examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the first and second part of University examinations. There shall be only three divisions as follows:

First division with honors	:	75% and above
First division	:	60% and above but below 75%
Second division	:	50% and above but below 60%

**12.0 MERIT/RANK**

- 12.1 The merit shall be declared by the university after the declaration of result of second Part University examinations On the basis of the integrated performance of all university examinations. The merit list shall include first five candidates securing at least first division and passing all University examinations in single attempt

**12.0 CANCELLATION OF ADMISSION**

- 12.1 Admission of a student may be cancelled under following circumstances:
- 12.1.1 At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University rules.



**Ordinance No. 109**  
**ORDINANCE PERTAINING TO M.Sc. MEDICAL BIOCHEMISTRY**

**1. AIMS:**

Post graduate medical Biochemistry curriculum is oriented towards training students to undertake the responsibilities of a trained medical biochemist that is capable of looking after the preventive and diagnostic aspect of Medical biochemistry.

The training shall aim to provide an educational experience of the essentials required for the health care in our country. Training is designed to meet the internationally acceptable standards.

**2. OBJECTIVES:**

At the end of postgraduate program, the medical M.Sc. student should be able to:

- 2.1 Explain the structure, function and inter-relationships of bio molecular and their deviation from normal and their consequences.
- 2.2 Integrate various aspects of metabolism and their regulatory pathways.
- 2.3 Explain the mechanisms involved in maintenance of body fluids and pH homeostasis.
- 2.4 To develop key laboratory skills, effectively organize and supervise diagnostic laboratory to ensure quality control/assurances.
- 2.5 Familiarize with the principles of various conventional and specialized laboratory investigations and instrumentation analysis and interpretation of a given data.
- 2.6 Summarize the fundamental aspects of enzymology and alteration on enzymatic activity with reference to clinical applications.



- 2.7 Explain the molecular concept of body defenses and their applications in medicine.
- 2.8 Outline the molecular mechanisms of gene expression and regulation, principles of genetic engineering and their applications in medicine.

3.

**ACADEMIC QUALIFICATION AND****SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Minimum qualification for admission to the course shall be the graduation degree under UGC recognized college in branch of Biochemistry/zoology / MBBS/BDS.
- 3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time.
- 3.3 Selection Criteria: The admission in M.Sc. Medical Biochemistry first Year shall be based on the merit of the qualifying examination.

OR

Common Entrance Test (CET), conducted by the University/ any designated agency.

4.

**NUMBER OF SEATS:**

Number of seats will be as per course approval by competent Authority.

5.

**FEE STRUCTURE:**

The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission / competent authority.

6.

**CURRICULUM AND SYLLABUS:**

The curriculum and syllabus will be framed by concerned Board of studies which duly



approved by academic council in accordance with the guidelines issued by UGC

**7.**

**COMMENCEMENT OF COURSES:**

**7.1**

The course shall be commencing from the month of August/ September of every academic year.

**7.2**

The subjects to be studied in the academic year of M.Sc. Medical Biochemistry programs shall be as per the scheme, approved by Academic Council of the University.

**8.**

**EXAMINATION:**

**8.1**

The medium of Instruction shall be English throughout the course.

**8.2**

**University Examination; Theory &**

**Practical:**

**8.2.1 M.SC. MEDICAL BIOCHEMISTRY COURSE WOULD BE OF 3 YEARS DURATION**

M.Sc. (Med) part - I **1 year**

M.Sc. (Med) part - II **2 years**

**8.2.2 The examination in M.SC (MED) PART –I shall consist of –**

- Written papers
- Practical and oral examinations
- Internal assessment

**8.2.3 The examination in M.SC. (med.) part-II shall consist of –**

- THESIS
- WRITTEN PAPER
- PRACTICAL ORAL & CLINICAL EXAMINATION

**THESIS:-**

Each candidate after passing M.Sc. (Med.) part –I exam will submit plan for the thesis/dissertation on the proposed subject through his/her guide the



head of the institution to the university for registration of the subject within six month. The thesis /dissertation will be submitted to the university at least 4 month before the date fixed for the examination.

Approval by the examination of the thesis submitted by the candidate shall be pre-condition for his admission to the written part-of the M.SC. (med.) part- II examination the thesis will be evaluated by two external and one main internal examiner.

#### **Written Examination**

- Written Examination shall be of 3 Hours.
- Each theory paper shall carry marks.

#### **Oral, Practical and / or Clinical Examination**

**Appointment of Examiners/ Question Paper Setters:** The appointment of examiner for the University Examination shall be as per ordinance of the University

### **8.3**

#### **Criteria for Passing:**

- 8.3.1 A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.
- 8.3.2 A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.
- 8.3.3 A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination, university examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

### **8.4**

#### **Internal Examination:**

- 8.4.1 Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- 8.4.2 The Internal assessment examinations shall be conducted for Theory



subjects. 40% of Internal assessment marks shall be allotted from best of two internal examinations. 40% shall be on the basis of Day to Day Assessment based on Attendance, Seminars, Assignments, Ethical Practices/ Skills. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment.

8.4.3 Best marks out of two internal examinations shall be considered for inclusion in the University examination.

8.4.4 The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.

9.

#### **DIVISION AND MERIT LIST:**

The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual university examination.

9.1

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

9.2

The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years in.

10.

#### **GRACE MARKS:**

10.1

The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

11.

#### **ATTENDANCE:**

11.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 80% of the total Theory and the practical classes held



separately in each subject of the course of the study or as per University Policy.

- 11.2 The total lectures and practical shall be conducted as per the scheme and the syllabus.

**12.**

**CANCELLATION OF ADMISSION:**

- 12.1 The admission of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if:  
He/ She is not found qualified as per the eligibility criteria prescribed by the university.

OR

He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

OR

He/She is found involved in serious breach of discipline.

**13.**

**GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 110**  
**BACHELOR IN AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY (B.ASLP)**  
**(Semester scheme)**

**1. NOMENCLATURE:**

As per UGC Notification of 2014, the nomenclature of the program shall be Bachelor in Audiology and Speech-Language Pathology. B. ASLP is the short form.

**2. OBJECTIVES OF THE B.ASLP PROGRAM:**

The objectives of the B.ASLP program are to equip the students with knowledge and skills to

- 2.1 Function as audiologists and speech-language pathologists in different work settings.
- 2.2 Understand concepts in speech, language, communication, hearing and disability.
- 2.3 Screen, evaluate, diagnose and assess the severity of different disorders related to speech, language, swallowing and hearing,
- 2.4 Manage speech, language, swallowing and hearing disorders across life span.
- 2.5 Counsel persons with disorders of communication and their family members.
- 2.6 Rehabilitate persons with speech, language, swallowing and hearing disorders.
- 2.7 Prevent speech, language, swallowing and hearing disorders.
- 2.8 Liaise with professionals in allied fields and other stake holder
- 2.9 Implement public awareness and education program,
- 2.10 Undertake advocacy measures on behalf of and for persons with speech language and hearing disorders.

**3. DURATION OF THE PROGRAM:**

- 3.1 The program shall be of 4 academic years including 1 year of internship and should be completed within six years from the date of admission.
- 3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:
 

Odd semester – 1	July – December
Odd semesters – 3, 5, 7	June – October/November
Even semesters – 2, 4, 6, 8	December – April
- 3.3 There shall be examinations at the end of each semester. There shall be a vacation of minimum 1 week after the examinations at the end of odd semesters and 3 weeks after the examinations at the end of even semesters.
- 3.4 Number of working days in a semester shall not be more than 117 days.

**4. ELIGIBILITY FOR ADMISSION:**

- 4.1 The candidate applying for admission to B.ASLP program should have passed 10+2 examination or an equivalent examination conducted by the Pre University Board



of Education of the respective State Government securing a minimum of 50% marks. Relaxation in the qualifying marks shall be as per rules and regulations State/UTs or Central Government.

- 4.2 The applicant/candidate should have studied Physics, Chemistry and any one of Biology / Mathematics / Computer Science / Statistics / Electronics / Psychology.
- 4.3 Applicants shall not be older than 25 years on the 1<sup>st</sup> July of the year of admission.

##### 5. PROGRAM STRUCTURE:

6. AT  
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6.1

Time structure of the program shall be as follows:			
16 weeks / Semester		16 weeks (Minimum)	
If 6 days / week		94 days (Minimum)	
6 hours / day		560 hours per semester	
Semester 1	Theory	6 papers x 60 hours	360 hours
	Clinical		200 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Practicals		320 hours
Semester 3	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester 4	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester 5	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester 6	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
	Theory	360 + (240 x 5)	
	Clinicals	200+320 + (320 x 4)	
	Internship	18 weeks per semester	
		5 days / week	
		7 hours / day	
		If 6 days / week	
		Then 6 hours / day	
Total: 6 semesters 560 hours x 6 semesters			3360 hours
	Internship	630 hours x 2 semesters	
	Total	Theory	1560 hours
	Total	Clinicals	3060 hours
	Grand Total		4620 hours

shall be shall not be less than 90% in theory and 90% in Clinical/ Practicals in each semester to be eligible to appear for examination at the end of each semester or as per University Policy.



- 6.2 Candidates who cannot appear for the examination for want of attendance will have to repeat the particular semester to be eligible to appear for exams subsequently.
- 6.3 If a candidate represents his/her Institution/ University/ MP State/ Nation in Sports/NCC/NSS/Extension programmes or any official activities, he/she is permitted to avail a maximum of 15 days in an academic session, based on the recommendation and prior permission of the Head of the Institution.
- 6.4 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor through proper channel (forwarded through course-coordinator/Principal/In-charge of respective collage/institute).

## 7. EXAMINATION PATTERN:

7.1 The examination pattern and papers shall be as shown in the table below:

No.	Title of the paper	Practical	IA	Exam	Total
<b>B.ASLP Semester 1</b>					
B 1.1	Communication Sciences	--	25	75	100
B 1.2	Anatomy and Physiology of Speech and Hearing	--	25	75	100
B 1.3	Clinical Psychology	--	25	75	100
B 1.4	Linguistics and Phonetics	--	25	75	100
B 1.5	Electronics and Acoustics	--	25	75	100
B 1.6	Research Methods and Statistics	--	25	75	100
<b>B.ASLP Semester 2</b>					
B 2.1	Neurology	--	25	75	100
B 2.2	Otolaryngology	--	25	75	100
B 2.3	Speech-Language Pathology	--	25	75	100
B 2.4	Audiology	--	25	75	100
B 2.5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 2.6	Clinical Practicum in Audiology	--	25	75	100
<b>B.ASLP Semester 3</b>					
B 3.1	Voice and its Disorders	25	25	50	100
B 3.2	Speech Sound Disorders	25	25	50	100
B 3.3	Diagnostic Audiology - Behavioral Tests	25	25	50	100
B 3.4	Amplification Devices	25	25	50	100



B 3.5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 3.6	Clinical Practicum in Audiology	--	25	75	100
<b>B.ASLP Semester 4</b>					
B 4.1	Motor Speech Disorders in Children	25	25	50	100
B 4.2	Child Language Disorders	25	25	50	100
B 4.3	Diagnostic Audiology - Physiological Tests	25	25	50	100
B 4.4	Implantable Hearing Devices	25	25	50	100
B 4.5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 4.6	Clinical Practicum in Audiology	--	25	75	100
<b>B.ASLP Semester 5</b>					
B 5.1	Structural Anomalies & Speech Disorders	25	25	50	100
B 5.2	Fluency and its Disorders	25	25	50	100
B 5.3	Pediatric Audiology	25	25	50	100
B 5.4	Aural Rehabilitation in Children	25	25	50	100
B 5.5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 5.6	Clinical Practicum in Audiology	--	25	75	100
<b>B.ASLP Semester 6</b>					
B 6.1	Motor Speech Disorders in Adults	25	25	50	100
B 6.2	Language Disorders in Adults	25	25	50	100
B 6.3	Aural Rehabilitation in Adults	25	25	50	100
B 6.4	Audiology in Practice	25	25	50	100
B 6.5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 6.6	Clinical Practicum in Audiology	--	25	75	100
<b>B.ASLP Semester 7 &amp; 8</b>					
B 7.1	Clinical Practicum in Speech-language Pathology	--	--	100	100
B 7.2	Clinical Practicum in Audiology	--	--	100	100
<b>Gross Total</b>		<b>400</b>	<b>900</b>	<b>2500</b>	<b>3800</b>



- 7.2 Practical exams at the end of 2<sup>nd</sup> semester shall be University exam and shall be conducted by an external examiner along with an internal examiner. Record of practicals maintained by the students as per respective curriculum shall also be evaluated by the examiners. Re-evaluation of university practicum examination can't be claimed.
- 7.3 Performance in at least two written tests and one group assignment shall be the basis for awarding internal assessment marks in each semester
- 7.4 All external (university) clinical examinations shall be conducted by one internal and one external examiner. B7.1 and B7.2 in the above table shall be conducted at the end of internship (8th semester).

**8. CRITERIA FOR PASSING:**

The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams for a pass. Students will not be able to appear for University theory exam if they do not pass in their internal practical, internal theory assessment or clinical component.

- Grace Marks shall be allocated as per university norms.
- Students will have to pass the clinical as well as theoretical internal examination of the given semester to proceed to the next semester.

**8.1 Carry-over of papers**

- 8.1.1 Each paper should be successfully completed within 4 attempts including the first one.
- 8.1.2 Students can start internship after the 6<sup>th</sup> semester exams. However, students' who fail in their clinical exam of any semester will have to discontinue internship. The candidates are permitted to carry over the theory courses until the end of the program.

**9. CLINICAL INTERNSHIP:**

All candidates shall complete a clinical internship of one academic year (10 months) after the 6<sup>th</sup> semester. The rules and regulations of clinical internship shall be as in Annexure I.

**10. INFRASTRUCTURE FOR STARTING THE COURSE**

As per the guideline of Rehabilitation Council of Indian, New Delhi: Annexure II.

**11. AWARD OF DEGREE:**

The University shall award the degree and issue certificate only after the candidates successfully complete all the University examinations and clinical internship.

**12. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**13. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Annexure-I**

**Guidelines for implementation of Clinical Internship of B.ASLP  
Program Objectives of the clinical internship are to:**

- a) Facilitate transition from academic training to independent clinical responsibility, provide additional inputs to attain and maintain competence in the clinical management of persons with communication disorders,
- b) Initiate group and individual action focusing on prevention/early identification and intervention in individuals with speech, hearing and language impairments at the level of the individual, family and community, and
- c) Provide training to understand professional responsibilities and ethical practices including :
  - i. Rights and dignity of patients.
  - ii. Consultation and referral to other professionals.
  - iii. Conduct and professional obligations to peers/patients/ families and the community at large.

**Guidelines**

1. Internship is mandatory
2. Duration: One academic year (10 months) split in to two semesters (VII & VIII).
3. Eligibility: Internship will start immediately after the candidate completes the academic and clinical training till the 6<sup>th</sup> semester. Students can start internship after the 6<sup>th</sup> semester exams. However, students who fail in their clinical exam of any semester will have to discontinue internship.
4. Structure and duration of posting
  - a) The respective parent institutions shall decide on the institutions where their students will be posted for internship. However, students can be posted for internship only at those institutions approved by the Rehabilitation Council of India.
  - b) Students will do internship at their parent institute for one semester and at an institute(s) outside the parent institute (if there is deficit in listed facilities at parents institute) for one semester. Internship can be done at institutes like hospitals, special educational centers/schools, centers where clinical facilities for management of ASD, cochlear implantation, AVT etc. are available, centers which undertake empowering of mothers, centers for CP, and centers for LD, etc. Attempts must be made to provide clinical training to students in a variety of set ups.
  - c) It shall be mandatory to provide additional clinical training to students in such areas as management of neurologically afflicted persons, prevention and early intervention programs, community based rehabilitation, occupational health programs, structural abnormalities related to speech and hearing, etc. Mode of supervision during internship: Supervision should be provided by a Speech-language Pathologist and Audiologist.



5. **Maintenance of records by students:** Every student shall maintain records of the number of hours of clinical work in different areas and institutions. This should be certified by the head of the institution or his/her nominee where the student is undergoing internship.
6. **Leave:** Candidates should have an attendance of at least 90% during the internship period. Internship shall be extended by the number of days the student falls short of 90% attendance. Compensatory work for shortage of attendance must be completed before the final clinical exams of 8 semesters.
7. **Grading and evaluation of student:** All interneers will be assessed based on their attendance, performance in the postings and presentation of log books. The mode of assessment and frequency of assessment will be prescribed by the institute. The student is required to repeat those postings in which his/her performance is below 40%.
8. **Certification:** The parent institute will award a certificate after successful completion of the internship and clinical examination (7.1 and 7.2 in the Scheme of examination). Supervised clinical hours spent during internship shall be included in the clinical competence certificate issued to students.
9. The University shall award the degree only after the successful completion of clinical internship.



**Annexure-II****Infrastructure requirements for B.ASLP programs**

The following are the minimum requirements for starting/continuing a B.ASLP program. This should be read and interpreted along with the guidelines of RCI for inspectors for inspection of new/existing programs for recognition.

**Personnel**

	<b>B.ASLP (Intake : 20/ year)</b>	<b>B.ASLP (Intake : 40 / year)</b>
<b>Core Faculty</b>		
Professor- Speech Pathology & Audiology	--	1
Associate Professor- Speech Pathology & Audiology	1	2 (1+1)
Assistant Professor – Speech Pathology	2	2
Assistant Professor - Audiology	2	2
<b>Clinical Staff</b>		
Speech Pathologist - Gr. I	1	2
Speech Pathologist - Gr. II	1	1
Audiologist - Gr. I	1	2
Audiologist - Gr. II	1	1
<b>Allied Faculty (Part time)</b>		
Asst. Prof in Cl. Psychology	1	1
Asst. Prof in Electronics	1	1
Asst. Prof in Otolaryngology	1	1
Asst. Prof in Linguistics	1	1
Asst. Prof in Statistics	1	1
Asst. Prof in Neurology	1	1
<b>Supporting staff – Technical</b>		
Earmold technician	1	1
Bio-medical technician	1	1
Computer technician	1	1
Library & Information Officer	1	1
Library Assistant	1	1
<b>Supporting staff – Administrative</b>		
Secretary – Academics	1	1
Secretary – Clinic	1	1
Secretary – Admin	1	1

- a) A Minimum of 2 faculty members in the core areas of Speech-language Pathology and Audiology is a must to get approval to start the B.ASLP program. Two more faculty members in the core areas must be added before the commencement of the second year. Full contingent of staff must be in place before the commencement of the third year.



- b) The B. ASLP program should be conducted by an independent institute/ college/ department in a university/department in a hospital/rehabilitation unit headed and coordinated (administrative/academic and clinical) by a full-time Audiologist and Speech Language Pathologist professional only. His/her qualification and experience should not be less than that of an Associate Professor.
- c) Only on completion of two batches of B.ASLP, an institution becomes eligible to increase the intake subject to availability of recommended infrastructure.
- d) All aided and Government institutions shall implement reservations in admission as per Government rules from time to time. However, there shall be increase in infrastructure commensurate with increase in the number of seats as per reservation policy.

#### Faculty and Professional qualification of in the core areas

Designation	Qualifications
<b>Professor</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp&amp; Hg)/MASLP/equivalent and Ph.D (in core areas)</li> <li>b) 10 years teaching experience at PG/UG level</li> <li>c) PhD (in core areas*)</li> <li>d) Minimum of five Publications with cumulative impact factor of 05.</li> <li>e) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Experience of running under-graduate training programs</li> </ul>
<b>Associate Professor</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp&amp; Hg)/MASLP/equivalent</li> <li>b) 08 years teaching experience at graduate/post graduate level;</li> <li>c) Minimum of five Publications with cumulative impact factor of 05.</li> <li>d) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>b) PhD (in core areas*)</li> <li>c) Experience of running under-graduate training programs</li> </ul>
<b>Assistant Professor-Audiology</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp&amp; Hg)/M.ASLP or its equivalent M.Sc.(Audiology)</li> <li>b) 2 years teaching/ clinical / research experience</li> <li>c) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Ph.D (in core area*)</li> <li>b) Publications</li> </ul>
<b>Assistant Professor-Speech Language Pathology</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp&amp; Hg)/M.ASLP or its equivalent M.Sc.(Audiology)</li> <li>b) 2 years teaching/ clinical / research experience</li> <li>c) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Ph.D (in core area*)</li> </ul>



	b) Publications
<b>Audiologist Grade I</b>	<b>Essential</b> a) M.Sc (Sp& Hg)/M.ASLP or its equivalent M.Sc.(Audiology) b) Valid RCI registration <b>Desirable:</b> a) 1 year experience in the field
<b>Speech Pathologist Grade I</b>	<b>Essential</b> a) M.Sc(Sp& Hg) / M.ASLP/ or its equivalent b) M.Sc.(Speech Language Pathology) c) Valid RCI registration <b>Desirable:</b> a) 1 year experience in the field
<b>Speech Pathologist / Audiologist Grade II</b>	<b>Essential</b> a) B.Sc (Sp& Hg)/B.ASLP or its equivalent b) Valid RCI registration

**\*Audiology & Speech Language Pathology**

**Clinical**

Facility for diagnosis, management and rehabilitation of all types of speech, language, hearing and swallowing disorders in clients of all age groups from infancy to geriatrics.

Size of clinical population shall be 2 per student per semester in a given area (read in consonance with the above clause).

**Library**

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

Books mentioned under 'Recommended reading' under each paper must be available. There shall be addition of a minimum of two books every year for each subject of study.

There should be at least 5 journals (2 each in Speech-language pathology and Audiology, and 1 general) for the B.ASLP program

**Library Staff**

a) Library and Information Officer – 1,

Qualification: B.Lib Sci with one year experience in managing a technical library

b) Library Assistant – 1

Qualification: Diploma in Library Science

**Space**

Academic Space		
Sl. No	Size	Number



a)	Class Rooms	Space @ 10 sq. ft per student + 20 Sq. ft for the teacher: Room with a minimum area of 220 sq. ft.	2 class rooms for every 20 students
b)	Seminar hall	Space to accommodate 50% of total student strength	1
c)	Labs to transact practicals	Space to accommodate 50% of total student strength	2
d)	Computer lab/multipurpose hall	Space to accommodate 50% of total student strength	1
e)	Library	Space to accommodate 50% of total student strength	1
<b>Clinical Space</b>			
Sl. No		Size	Number
f)	Room for reception where patients are registered.	10' X 8'	1 room for every 20 students
g)	Room for case history, Diagnostic room and interviews	6' X 8'	2 rooms for every 20 students
h)	Speech Lab (Quiet Room) for diagnostic purpose	15' X 20'	1 room for every 20 students
i)	Recording Room (sound Proof)	8' x 10'	1 room for every 20 students
j)	Speech therapy room/Cabin (complete Partition sound isolated)	6' x 8'	5 rooms for every 20 students
k)	Two room audiometric suite with control and test room situation. (Sound Proof. ANSI 1977)	10' x 16'	1 for every 20 students
l)	Room for hearing aid fitting	10' x 15'	1 room for every 20 students
m)	Earmold Lab & Hearing aid repair lab	12' x 12'	1 room for every 20 students
n)	Electro physiological test room	10' x 10'	1 room for every 20 students
<b>Administrative Space</b>			
Sl. No		Size	Number
o)	Staff Room	15' x 20'	1
p)	Individual work space (with provision for storage facilities)	10' x 10'	1 room for every 2 faculty/staff members
q)	Academic/administrative office	10' x 10'	1
r)	Principal's Office room	10' x 10'	1
<b>Other Facilities</b>			
s)	<b>Sanitary facilities:</b> Separate facility for males and females, staff/students and		



	clinical population
t)	Hostel: Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population.
u)	Barrier free access
v)	Space for recreation - both indoor and outdoor

**Equipment - Audiology (Minimum for a batch of 20 students)**

S.N	Equipment	For a batch of 20 students (Clinical)
a)	2 channel Diagnostic Audiometer with Accessories such as earphone, ear cushion combination with adjustable headband, B.C. vibrator, transducers like microphone and matching loud speakers.	1+1 for Lab
b)	Portable Audiometer with provision of A.C. and B.C. testing : desirable screening audiometer	1
c)	Clinical Immittance Audiometer (Desk model) with accessories.	1+1 for Lab
d)	Portable/Screening impedance, audiometer	1
e)	Clinical BSEAR	1+1 for Lab
f)	Otoacoustic emission	1+1 for Lab
g)	Calibration equipment for AC, BC and free field (by possession or access)	--
h)	Different types of Hearing Aids of mild moderate and strong categories body level and ear level, canal and spectacle hearing aid (1 each), FM, Digital, Programmable aids, ILS Assistive listening devices.	A representative sample of hearing aids and assistive devices
i)	IGO and HAT for hearing aid trial and making electro-acoustic measurements.	1
j)	Stop watch	2
k)	Otoscope	4
l)	Auditory training and Screening material	
m)	Ear Mould Lab-fully equipped	

**Equipment - Speech-Language Pathology (Minimum for a batch of 20 students)**

S.N	Equipment	For a batch of 20 students (Clinical)
a)	Speech and Language Tests (Tests for differential diagnosis) (English and local language)	As per course requirement
b)	Proformae	As per course requirement
c)	Speech Therapy material (Indian, Language and	As per course



	English)	requirement
d)	Toys and Books	4
e)	Mirrors - Size 2' x 3'	1
f)	Speech Trainer	2
g)	Portable and Digital tape recorders	1
h)	Hi-Fi Ampli Deck with speakers and good Microphone	1 (+1 for lab)
i)	Spirometer	1
j)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	1 (+1 for lab)
k)	Software for diagnostic/therapeutic use and computer with necessary accessories	1
l)	Stroboscope/VL scope/ FEES (by possession or access)	1
m)	Electroglottograph	1
n)	Audio cassettes for training/CDs	
o)	Pitch pipe	
p)	Tongue depressors	3

**Audiovisual Instruments, Furniture in class rooms, clinical areas, and labs and other administrative areas and internet access: Appropriately**

**Note: Annexure-I and Annexure-II may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.**



**Ordinance No.111**  
**ORDINANCE PERTAINING TO MASTER OF SCIENCE IN AUDIOLOGY**  
**(Semester scheme)**

**1. NAME OF THE COURSE OFFERED:**

The nomenclature of the program shall be Master of Science (Audiology). M.Sc. (Aud) shall be the short form.

**2. OBJECTIVES OF THE M.SC. (AUD) PROGRAM:**

The objectives of the M.Sc. (Aud) program are to equip the students with knowledge and skills to

- 2.1 Function as teachers and researchers in institutions of higher learning,
- 2.2 Diagnose and manage disorders of hearing and balance across life span,
- 2.3 Counsel and guide persons with disorders of hearing and balance as well as their family members,
- 2.4 Implement rehabilitation programs for persons with hearing and balance disorders,
- 2.5 To function as the disability certification authority in the field,
- 2.6 Liaise with professionals in allied fields and other stake holders,
- 2.7 Implement prevention and public education programs,
- 2.8 Undertake advocacy measures on behalf of and for persons with hearing and balance disorders,
- 2.9 Advise government and other institutions on legal and policy issues related to persons with hearing and balance disorders, and
- 2.10 To establish and administer institutions of higher learning in the area.

**3. DURATION OF THE PROGRAM:**

- 3.1 The program shall be of 4 semesters (2 academic years) and should be completed within 4 years from the date of admission or as per University Policy.
- 3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Odd semesters – 1 & 3	July – November
Even semesters – 2 & 4	January – May
- 3.3 There shall be examination at the end of each semester. There shall be a vacation of minimum 2 weeks after the examinations at the end of odd semesters and 4 weeks after the examinations at the end of even semesters.

**4. MEDIUM OF INSTRUCTION:**

Medium of instruction shall be English.



**5. ELIGIBILITY FOR ADMISSION:**

- 5.1 Candidates with a B.ASLP or B.Sc (Speech & Hearing) degree of any University recognized by the Rehabilitation Council of India or any other degree considered as equivalent thereto and having an average of not less than 50% of marks are eligible for admission to M.Sc (Aud). "Average" refers to average of the aggregate marks obtained in all the years/semesters of the qualifying examination.
- 5.2 Relaxation in the qualifying marks for designated categories of students shall be as per rules and regulations of respective University / State / Union Territories or the Central Government.
- 5.3 Applicants shall not be older than 30 years on the 1<sup>st</sup> July of the year of admission.

**6. PROGRAM STRUCTURE:**

Time structure of the program shall be as follows:

Semesters	4	
Weeks per Semester	16	
Days per week	6	94 days per semester
Hours per day	6	560 hours per semester

Semester 1	Theory	5 papers x 60 hours	300 hours
	Clinical		240 hours
	Others		20 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Clinicals		240 hours
	Others		80 hours
Semester 3	Theory	5 papers x 60 hours	300 hours
	Clinicals		160 hours
	Dissertation		80 hours
	Others		20 hours
Semester 4	Theory	1 paper x 60 hours	60 hours
	Clinicals		160 hours
	Dissertation		320 hours



	Others		20 hours
Theory	300 + 240 + 300 + 60		900 hours
Clinicals	240 + 240 + 160 + 160		800 hours
Dissertation	0+0+80+320		400 hours
Others	20+80+20+20		140 hours
Total			2240 hours

### 7. ATTENDANCE:

- 7.1 Minimum attendance shall not be less than 80% in theory and 90% in Clinicals in each semester for students to be eligible to appear for examination at the end of each semester or as per University Policy.
- 7.2 Candidates who cannot appear for examination for want of attendance will be declared failed and will have to repeat the particular semester to be eligible to appear for exams subsequently.
- 7.3 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor. Through proper channel(forwarded through course-coordinator/Principal/Incharge/Representative college/Department).

### 8. EXAMINATION PATTERN:

- 8.1 The examination pattern and papers shall be as shown in the table below:

	Subject	Marks		
		Exam	IA	Total
A101	Research Methods, Epidemiology and Statistics	80	20	100
A102	Technology in Audiology	80	20	100
A103	Cochlear Physiology	80	20	100
A104	Neurophysiology of Hearing	80	20	100
A105	Hearing Sciences	80	20	100
A106	Clinicals (Internal)	80	20	100
A201	Auditory Perception	80	20	100



A202	Auditory Disorders	80	20	100
A203	Electrophysiological Assessment	80	20	100
A204	Advances in the Management of Hearing Loss	80	20	100
A205	Clinicals (External)	100	00	100
A301	Genetics of Hearing and Pediatric Audiology	80	20	100
A302	Implantable Auditory Devices	80	20	100
A303	Speech Perception	80	20	100
A304	Auditory Processing Disorders	80	20	100
A305	Vestibular system & its disorders	80	20	100
A306	Clinicals (Internal)	80	20	100
A401	Audiology in Practice	80	20	100
A402	Dissertation	80	20	100
A403	Clinicals (External)	100	00	100
		1640	360	2000

- 8.2 Clinical examinations (for A106 and A306) shall be conducted by the designated internal faculty of the department at the end of 1<sup>st</sup> and 3<sup>rd</sup> semester. IA marks shall be awarded by all the faculty of the department on the basis of the assessment of the candidates' work throughout the particular semester.
- 8.3 Clinical examinations for A 205 and A 403 will be conducted by external examiner(s) at the end of the 2<sup>nd</sup> and 4<sup>th</sup> semester, respectively. Clinical examination shall be with clinical population like in medical profession. The examiners shall also evaluate records of clinical and practical work of the students.
- 8.4 An internal faculty member can assist the external examiner(s) in A 205 and A403 Clinicals (External), but shall not award marks.

#### 9. **DISSERTATION:**

Students shall complete a dissertation in the 3<sup>rd</sup> and 4<sup>th</sup> semester of the course and shall submit the same at the end of 4<sup>th</sup> semester before final examination. An external examiner shall assess the dissertation for 80 marks while the guide shall assess the



performance of the candidate for 20 marks (internal assessment). The dissertation will be rated for a total of 100 marks (80 +20). Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final semester examination.

**10. CRITERIA FOR PASSING:**

- 10.1 The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams, and dissertation for a pass.
- 10.2 Grace Marks shall be allocated as per university norms.
- 10.3 Students will have to pass the clinical examination of the given semester to proceed to the next semester.
- 10.4 Carry-over of papers: Maximum number of attempts for any paper / clinical practicum / dissertation shall be three inclusive of first attempt. There shall be no supplementary examination.

**11. BOARD OF EXAMINERS:**

- 11.1 There shall be a Board of Examiners for scrutinizing and approving the question papers as well as scheme of valuation.
- 11.2 Fifty percent of the members in the Board of Examiners shall be from outside the institution.

**12. AWARD OF DEGREE:**

The University shall award the degree and issue certificate only after the candidates successfully complete all the examinations stipulated.

**13. INFRASTRUCTURE FOR STARTING THE COURSE:**

As per the guideline of Rehabilitation Council of India  
Annexure I

**14. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Annexure-I****Infrastructure requirements for M.Sc. (Audiology) programs**

The following are the minimum requirements for starting/continuing M.Sc. (Aud) program. This requirement is over and above the stipulated infrastructure (faculty, clinical staff, and physical) for other programs. This should be read and interpreted in conjunction with the guidelines of RCI for recognition of new/existing programs for recognition.

**Human Resource Requirement**

Requirement of scientific / technical / administrative staff exclusively for M.Sc (Aud) program with an intake of 12 students per year shall be as follows:

Type	Designation	No.
Core Faculty*	Professor - Audiology	1
	Associate Professor - Audiology	1
	Assistant Professors - Audiology	2
Clinical Staff	Audiologist - Gr. I	1
Allied Faculty	Asst. Prof in Statistics	1
Allied Clinical Staff	Clinical Psychologist	1
	Oto-laryngologist	1
	Neurologist	1
Supporting staff – Technical	Electronics Engineer	1
	Bio-medical / Computer technician	1



	Library & Information Officer	1
	Library Assistant	1
Supporting staff- Administrative	Secretary - Academics	1
	Secretary - Clinic	1
	Secretary - Admin	1

Core faculty to student ratio should always be 1:3 (one faculty member for every 3 students)

Note 1: Allied faculty can be part time functionaries and their appointment can be guided by the requirements in a given semester. Besides, allied faculty can be the same for undergraduate as well as postgraduate courses if the institute also has an undergraduate course.

Note 2: The requirement shown here is exclusively for M.Sc. (Aud) program. Increase in intake should be with proportionate increase in the infrastructure particularly faculty.

Note 3: The M.Sc. (Aud) program can only be conducted by an independent institute/ college/ department in a University / department in a hospital / rehabilitation unit, with a full-time Audiologist, or Audiologist & Speech-Language Pathologist as its head/ coordinator (administrative / academic / clinical). The head of the program should possess a doctorate in the core field.

#### Faculty and Professional qualification in the core areas

Designation	Qualifications
Professor	Essential



	<p>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</p> <p>b) Ph.D (in the core area*)</p> <p>c) 10 years teaching experience at PG / UG level</p> <p>d) Minimum five publications with a cumulative impact factor of 5.</p> <p>e) Valid RCI registration</p> <p><b>Desirable:</b></p> <p>Experience of running under-graduate training programs</p>
Associate Professor	<p><b>Essential</b></p> <p>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</p> <p>b) 8 years teaching experience at PG/UG level</p> <p>c) Minimum 5 publications with a cumulative impact factor of 5.</p> <p>d) Valid RCI registration.</p> <p><b>Desirable:</b></p> <p>a) Ph.D (in the core area*)</p> <p>b) Experience of running under-graduate training programs.</p>
Assistant Professor-Audiology	<p><b>Essential</b></p> <p>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</p> <p>b) 2 years teaching/ clinical / research experience</p> <p>c) Valid RCI registration</p> <p><b>Desirable:</b></p> <p>a) Ph.D (in the core area*)</p> <p>b) Publications</p>
Audiologist Grade I	<p><b>Essential</b></p> <p>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</p> <p>b) Valid RCI registration</p> <p><b>Desirable:</b> 1 year experience in the field</p>



**\*Audiology or Speech-Language Pathology & Audiology****Clinical**

The institution should have facility for diagnosis, management and rehabilitation of persons with all types of hearing and balance-related problems across life span.

**Size of clinical population:** The participating institution must have a clinical load of a minimum of 960 new and 1920 follow up therapy cases in the first and second semesters: and, in addition to this, 960 new and 1920 follow up therapy cases in the third and fourth semesters.

**Library**

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

At least 50% of books mentioned under 'Recommended Reading' under each paper must be available. The institution should add minimum one book every year for each subject of study.

There should be active subscription to at least 5 journals (3 international and 2 national journals in the core areas)

**Library Staff\***

- a) Library and Information Officer - 1  
Qualification: B. Lib Sci with one year experience in managing a technical library
- b) Library Assistant - 1  
Qualification: Diploma in Library Science

\* Library staff can be common for all the courses at a given institute/college

**Space**

S No		Size	Number (for a batch of 12 students)
a)	Class Rooms	Space @ 10 sq. ft per student + 20 Sq. ft for the teacher: Room with a minimum area of 20 sq.	1 class rooms for a



		ft.	batch of 12 students
b)	Seminar hall	Space to accommodate 50% of total student strength	1 hall for a batch of 12 students
c)	Computer lab/multipurpose hall	Space to accommodate 50% of total student strength	1 computer lab for a batch of 12 students
d)	Room for reception where patients are registered.	10' x 10'	1 room for a batch of 12 students
e)	Room for case history, diagnostic room and interviews	6' x 8'	4 rooms for a batch of 12 students
f)	Therapy Rooms	6' x 8'	2 rooms for a batch of 12 students
g)	Sound treated room for hearing evaluation-twin room set up	10' x 14'	1 room for a batch of 12 students
h)	Sound treated room for immittance testing and EP recording	10' x 10'	1 room for a batch of 12 students
i)	Lab for vestibular testing	10' x 10'	1 room for a batch of 12 students
j)	Staff Room	15' x 20'	1 room
k)	Individual work space (with provision for storage facilities)	10' x 10'	1 room for every 2 faculty/staff members
l)	Academic/administrative office	10' x 10'	1
)	Principal's Office room	10' x 10'	1
n)	Sanitary facilities	Separate facility for males and females, staff/students and clinical population	



o)	Hostel	Separate hostel for Men and Women with dining facility.
		Accommodation for at least 50% of the student population.
p)	Barrier free access	
q)	Space for recreation - both indoor and outdoor	

**Equipment - Audiology (Minimum for a batch of 12 students)**

S No	Equipment	For a batch of 12 students
a)	Speech audiometry tests including those for assessment of CAPDs - in different languages	As per course requirement
b)	Diagnostic test material	As per course requirement
c)	Diagnostic/clinical pure tone audiometer	1
d)	Diagnostic immittance audiometer	1
e)	Diagnostic OAE analyzer	1
f)	2-Channel EP System	1
g)	Diagnostic material/equipment for assessment of balance disorders	1
h)	Real ear measuring equipment and hearing aid analyzer	1
h)	Equipment set for making earmolds	1
i)	Hi-Fi Ampli Deck with speakers and good microphone	1
j)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	1
k)	Handheld Otoscope	1
l)	Software for signal generation and analysis	

- Audio-visual Instruments, Furniture in class rooms, clinical areas, and labs and other administrative areas and internet access: Appropriately.

Note: Annexure-I may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.



**ORDINANCE NO. 112**  
**POST GRADUATE DIPLOMA COURSE IN AUDITORY VERBAL THERAPY**  
**(PGDAVT)**  
**Regulations & Norms**

**1. PREAMBLE:**

The ratification of the UN Convention on the Rights of Persons with Disabilities (Article 24) in 2007 by the Indian government and the passing of the 'The Right to Education Act (2009)' subsequently has brought a new direction to the field of management of deaf and hard of hearing individuals in the country. Professionals offering services to the deaf and hard of hearing must acquire the skills to adopt and use modern technology for the benefit of persons with hearing impairment. Rehabilitation Council of India (RCI) is India's apex body entrusted with the responsibility to regulate and monitor training of professionals in the area of disability. The Council has been designing, from time to time, training programs for the man power generation in different areas of disability. The RCI is in the process of implementation of the forward thinking concept of a barrier free environment for persons with disabilities as enunciated in the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) 2006.

The significant change that the UNCRPD (2006) has brought about is that issues regarding persons with disabilities will no longer be a medical or health care issue. On the other hand, they will be viewed as a human rights issue. However, majority of the training programs tend to focus more on disability than on the needs of differently abled children. The RCI has been designing training programs to accommodate this changed shift: One such program is the institution of a Post Graduate Diploma Course in Auditory Verbal Therapy for the training professionals in the fields of Speech & Hearing and Special Education. By its very definition, Auditory Verbal Therapy, highlights the similarities between hearing children and their deaf and hard of hearing peers and therefore uses normal patterns of development on which to base the habilitation of deaf and hard of hearing children. Inclusion / inclusive education lie at the very heart of Auditory Verbal Therapy and therefore, the new program is justified.

RCI plays a key role in linking tradition to modernity and its training courses for professionals are the bridges that enable the link. Post Graduate Diploma Course in Auditory Verbal Therapy will allow the professionals serving the deaf and hard of hearing in India to build on their knowledge and skills from their masters, graduation and diploma programs and to upgrade their knowledge.

Systematic and intensive training of the existing re/habilitation professionals is critical if India is to keep pace with international trends in the habilitation of deaf and hard of hearing children. International protocol recommends that training in Auditory Verbal therapy be given only by professionals who are themselves certified as LSLS Cert. AVT by the A.G. Bell Academy, an international organization. Therefore, this Post Graduate Diploma in Auditory Verbal Therapy should preferably follow the same modules of theory,



guided observation and practice of Auditory Verbal Therapy as taught in the training of LSLS Cert. AVT.

Across the world, all countries are working towards implementing the position statement of the Joint Committee on Infant Hearing, 2007. This 1-3-6 protocol specifies that with the help of universal newborn infant screening babies with hearing loss be identified by one month of age and be appropriately provided amplification facility by three months of age so that effective intervention begins at six months of age at the latest. By instituting this Post Graduate Diploma in Auditory Verbal Therapy, India will demonstrate through her apex regulatory body of RCI that she recognizes the need for focused training of re/habilitation professionals who serve deaf and hard of hearing babies in listening, learning and spoken language skills in order to comply with the 1-3-6 protocol and so become members of the global community.

## **2. AIMS AND OBJECTIVES:**

The aim of the Post Graduate Diploma Course in Auditory Verbal Therapy is to train and equip professionals in the fields of Speech & Hearing and Special Education with knowledge and skills to practice auditory verbal therapy with young children with deafness and hard of hearing as a part of the early intervention program. The course further aims to facilitate professionals in setting up of early intervention centers staffed by therapists who have the requisite skills to work with deaf and hard of hearing children. The objectives of this program are to

- 2.1 Impart knowledge in modern technology and its significance in the practice of educating children with hearing impairment,
- 2.2 Identify the principles and practices of auditory verbal therapy and related services,
- 2.3 Develop skills and competencies for practicing auditory verbal therapy as a part of the early intervention services for young children with hearing impairment,
- 2.4 Promote speech-language development and education of young hearing impaired children, and
- 2.5 Promote parent - teacher empowerment,
- 2.6 Develop skills and competencies in students for practicing AVT as a part of early intervention for young hearing impaired children, and
- 2.7 To teach the need and significance of practice of AVT in India.

## **3. DURATION OF THE COURSE:**

The duration of the course is one academic year (2 semesters).

## **4. MEDIUM OF INSTRUCTION:**

The medium of instruction shall be English.

## **5. ELIGIBILITY FOR ADMISSION:**

Any candidate with a graduate degree in Audiology /Speech-Language Pathology/ Speech and Hearing, or Special Education (HI), or equivalent degree from any other University and who is registered with the Rehabilitation Council of India will be eligible to seek admission



for the course. Foreign nationals should produce evidence of professional registration in their home country.

**6. TEACHER – STUDENT RATIO:**

The teacher student ratio is 1: 5

**7. INTAKE CAPACITY:**

Considering infrastructural facilities needed and the dearth of certified AV therapists in India, a maximum of 10 candidates may be admitted for the course.

**8. TYPE OF INSTITUTIONS THAT CAN OFFER THE PROGRAM:**

Only those institutions that fulfill the following criteria are eligible to conduct the program:

- 8.1. Institutions offering RCI approved graduate programs in Speech & Hearing or Special Education in the area of hearing impairment or institutions with RCI affiliation for more than 4 years.
- 8.2. Institutions having surgical facility for cochlear implantation and post implant habilitation facility, or having MOU with institutions having surgical and post implant habilitation facility.

**9. THEORY AND PRACTICAL WORK:**

**Semester 1\***

Semester	Title	Theory** Hours	Practical Hours	Clinical Hours
1.	Auditory Verbal Techniques	50	40	--
	Spoken Language and Communication Development	50	40	--
	Child Development	50	40	--
	Clinical work	----	----	290
<b>Total</b>		150	120	290
2.	Hearing and Amplification Technologies	50	40	----
	Parent Empowerment and Curricular Support	50	40	----
	Clinical work			380
<b>Total</b>		100	80	380

- \* Calculated on the basis that each semester will have 16 weeks with 5 working days, and each working day will have 7 hours. It means each semester will be of 560 hours (16 weeks x 5 days x 7 hours). This is in addition to examinations, preparatory holidays for exam, vacation etc.

- \* There shall be 5 units in each paper and each unit shall be taught for 10 hours.  
**Minimum Practical work: 1 and 2 semesters (Clinical examination)**



S.No.	Activity	Sessions / Children	Hours
1	Unsupervised observations	50	50
2	Supervised observation of teaching sessions with Teacher Practicum Supervision Form	20	20
3	Practice sessions with Teacher Behavior Rating Scale (TBRs)	20	30
4	Assessed sessions (TBRs)	10	20
5	Practice of Phonetic Level Evaluation and Speech Strategies of Dr. Ling	30	10
6	Observation and practice –Audiograms 15 observations and 5 practice sessions	15	20
7	Practice – Hearing evaluation	5	10
8	Observation of Hearing aids fitment	10	20
9	Observations of Mapping sessions	10	20
10	Observation of Speech Perception Tests	5	10
11	Case studies including case history	5	10
12	Clinical work with Children with Hearing impairment		450*

\* Auditory verbal therapy + Speech therapy

#### 10. **SCHEME OF EXAMINATION:**

The scheme of examination shall be as follows:

Paper	Title	Theory	IA	Practical	Total
1.1	Auditory Verbal Techniques	50	20	30	100
1.2	Spoken Language and	50	20	30	100



	Communication Development				
1.3	Child Development	50	20	30	100
1.4	Clinical*	80	20	--	100
2.1	Hearing and Amplification Technologies	50	20	30	100
2.2	Parent Empowerment and Curricular Support	50	20	30	100
2.3	Clinical*	80	20	--	100
	<b>Total</b>	<b>410</b>	<b>140</b>	<b>150</b>	<b>700</b>

**11. STANDARD OF PASSING:**

The minimum percentage of marks required for passing is 50%, separately in theory, IA, practical and clinical examination. Class will be declared based on the aggregate of marks of both the semesters. The candidates will be declared to have passed the examination as follows:

<b>First Class with Distinction</b>	<b>≥ 75%</b>
<b>First Class</b>	<b>≥ 60%</b>
<b>Second Class</b>	<b>≥ 50%</b>

**12. REAPPEARING FACILITY:**

A candidate has to pass each examination in not more three attempts including the first attempt. The candidate to appear for the examination at the end of second semester must have passed all the papers of the first semester. The entire course itself should be completed in not more than 2 years.

**13. INFRASTRUCTURE FACILITIES:**

The institution conducting the training course should have a Model Centre practicing auditory verbal therapy or should have a Memorandum of Understanding Auditory Verbal therapy center near to the institution. The teacher student ratio (therapist – cochlear implanted children) of the model center should be 1:4 and the center should have a minimum strength of 10 young hearing impaired children with cochlear implants.



The minimum infrastructure required for offering this Post graduate Diploma program for an intake of 10 students, shall be as given below. The requirements for infrastructure shall double for an additional intake of 10 students or part thereof.

### 13.1 Space: Exclusively for this program

Class room	1 room	15' x 10'	150 Sq. ft
Laboratory	1 room	20' x 10'	200 Sq. ft
Therapy rooms	5 rooms	8' x 8' each	320 Sq. ft
Space for staff, library, waiting hall,			
child care, office & other facilities			~ 500 Sq. ft

### 13.2 Staff

Audiologist / Speech Language Pathologist*	1	Full time
Lecturer in Special Education <sup>®</sup>	1	Full time
Lecturer in Auditory Verbal Therapy <sup>\$</sup>	1	Part time/Full time
Lecturer in Clinical Psychology/Clinical Psychologist <sup>#</sup>	1	Visiting

MASLP or MSc (Audiology) or M.Sc. (Speech-language Pathology), or its equivalent as recognize by RCI.

Master's Degree in Special Education (HI) or its equivalent as recognized by RCI

a) MASLP or MSc (Audiology), or MSc (Speech-language Pathology), or Master's Degree in Special Education (HI), or M.Ed. (Special Education) with LSLS Cert. in AVT, or its equivalent as recognized by RCI.

b) Must have worked with 50 children with cochlear implants in the last 5 years.

M.Phil in Clinical Psychology or its equivalent as recognized by RCI

### 13.3 Equipment/ Material

13.3.1 Digital Hearing Aids - Minimum 6 nos.

13.3.2 Therapy material like toys & play materials, toys for informal hearing screening such as bells and noise making toys

13.3.3 Material for auditory verbal raining

13.3.4 Models of Ear and cochlear implant

### 13.4 Clinical infrastructure

Teacher: Children with cochlear implants 1 : 5



Teacher: Children with hearing aids

1 : 5

**13.5 Library**

Books and Journals listed under each paper are essential.

**14. CERTIFICATION AS A REGISTERED PROFESSIONAL:**

It is mandatory as per Section 13 of RCI Act for every teacher of special education to obtain a "Registered Professional Certificate" from the Rehabilitation Council of India to work in the field of special education in India. As continuous professional growth is necessary for the renewal of the certificate, the teachers as well as educators in special education should undergo in-service program periodically to update their professional knowledge. Amendments, if any, to the regulations of the course will be made periodically by the Rehabilitation Council of India. Any deviation from the above regulations should have the prior approval of the Rehabilitation Council of India.

The candidates with Post Graduate Diploma in Auditory Verbal Therapy (PGDAVT) will be eligible for addition of qualification for registration in CRR as Auditory Verbal Therapist (AVT) in addition to their existing categories of registration under any other category (S. No.17).

**15. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Annexure-I****Infrastructure requirements for M.Sc. (SLP) program****(Academic year 2018-19 onwards)**

The following are the minimum requirements for starting/continuing an M.Sc. (SLP) program. This requirement is over and above the stipulated infrastructure (faculty, clinical staff, and physical) for other programs. This should be read and interpreted in conjunction with the guidelines of RCI for recognition of new/existing programs for recognition.

**Human Resource Requirement**



Requirement of scientific / technical / administrative staff exclusively for M.Sc. (SLP) program with an intake of 12 students per year shall be as follows:

Type	Designation	No.
Core Faculty	Professor - Speech Language Pathology	1
	Associate Professor - Speech Language Pathology	1
	Assistant Professors - Speech Language Pathology	2
Clinical Staff	Speech-Language Pathologist - Gr. I	1
Allied Faculty	Asst. Professor in Linguistics	1
	Asst. Professor in Statistics	1
Allied Clinical staff	Clinical Psychologist	1
	Oto-laryngologist	1
	Neurologist	1
Supporting staff – Technical	Electronics Engineer	1
	Bio-medical / Computer technician	1
	Library & Information Officer	1
	Library Assistant	1
Supporting staff- Admin.	Secretary - Academics	1
	Secretary - Clinic	1
	Secretary - Admin	1

Core faculty to student ratio should always be 1:3 (one faculty member for every 3 student:



**Note 1:** Allied faculty can be part time functionaries and their appointment can be guided by the requirements in a given semester. Besides, allied faculty can be the same for undergraduate as well as postgraduate courses if the institute also has an undergraduate course.

**Note 2:** The requirement shown here is exclusively for M.Sc. (SLP) program. There shall be proportionate increase in infrastructure with increase in intake.

**Note 3:** The M.Sc. (SLP) program can only be conducted by an independent institute/ college / department in a University / department in a hospital / rehabilitation unit, with a full-time Speech-language Pathologist, or Speech-language Pathologist& Audiologist as its head / coordinator (administrative / academic / clinical). The head of the program should possess a doctorate in the core field.

#### Faculty and Professional qualification in the core areas

Designation	Qualifications
Professor	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>a) M.Sc (Sp-Lang Pathology / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) Ph.D (in the core area*)</li> <li>c) 10 years teaching experience at PG / UG level</li> <li>d) Minimum five publications with a cumulative impact factor of 5.</li> <li>e) Valid RCI registration</li> </ul> <p><b>Desirable:</b> Experience of running under-graduate training programs</p>
Associate Professor	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>a) M.Sc. (Sp-Lang Pathology / M.Sc. (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) 8 years teaching experience at PG/UG level</li> <li>c) Minimum 5 publications with a cumulative impact factor of 5.</li> <li>d) Valid RCI registration.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>c) Ph.D. (in the core area*)</li> <li>d) Experience of running under-graduate training programs.</li> </ul>



Assistant Professor-Speech Language Pathology	<b>Essential</b> a) M.Sc. (Sp-Lang Pathology) / M.Sc. (Sp& Hg) / MASLP or its equivalent b) 2 years teaching/ clinical / research experience c) Valid RCI registration <b>Desirable:</b> c) Ph.D. (in the core area*) d) Publications
Speech Language Pathologist Grade I	<b>Essential</b> a) M.Sc. (Audiology) / M.Sc. (Sp& Hg) / MASLP or its equivalent b) Valid RCI registration <b>Desirable: 1 year experience in the field</b>

**\*Speech-Language Pathology or Speech-Language Pathology & Audiology**

**Clinical**

The institution should have facility for diagnosis, management and rehabilitation of all types of speech, language, and swallowing disorders in clinical population across life span.

Size of clinical population: The participating institution must have a clinical load of a minimum of 960 new and 1920 follow up therapy cases in the first and second semesters: and, in addition to this, 960 new and 1920 follow up therapy cases in the third and the fourth semester.

**Library**

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

At least 50% of books mentioned under 'Recommended Reading' under each paper must be available. The institution should add minimum one book every year for each subject of study.

There should be active subscription to at least 5 journals (3 international and 2 national journals in the core areas)



**Library Staff\***

- a) Library and Information Officer - 1  
Qualification: B.Lib.Science with one year experience in managing a technical library
- b) Library Assistant - 1  
Qualification: Diploma in Library Science

\* Library staff can be common for all the courses at a given institute/college

**Space**

Sl.No		Size	Number (For a batch of 12 students)
a.	Class Rooms	Space @ 10 sq. ft per student + 20 Sq. ft for the teacher: Room with a minimum area of 220 sq. ft.	1 class room for a batch of 12 students
b.	Seminar hall	Space to accommodate 50% of total student strength	1 hall for a batch of 12 students
c.	Computer lab/ multipurpose hall	Space to accommodate 50% of total student strength	1 computer lab for a batch of 12 students
d.	Room for reception where patients are registered.	10' x 10'	1 room for a batch of 12 students
e.	Room for case history, diagnostic room and interviews	6' x 8'	4 rooms for a batch of 12 students
f.	Speech Lab (Quiet Room) for diagnostic purposes.	15' x 20'	1 room for a batch of 12 students
g.	Recording room (Soundproof)	8' x 10'	1 room for a batch of 12 students
h.	Speech Therapy Rooms/ Cabins (completely partitioned/sound isolated)	6' x 8'	4 rooms for a batch of 12 students
i.	Staff Room	15' x 20'	1 room
j.	Individual work space (with provision for storage facilities)	10' x 10'	1 room for every 2 faculty/staff members
k.	Academic/administrative	10' x 10'	1



	ativeoffice		
l.	Principal's Office room	10' x 10'	1
m.	Sanitary facilities	Separate facility for males and females, staff/students and clinical population	
n.	Hostel	Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population	
o.	Barrier free access		
p.	Space for recreation - both indoor and outdoor		

**Equipment - Speech-Language Pathology (Minimum for a batch of 12 students)**

Sl. No.	Equipment	For a batch of 12 students
a)	Speech and Language Tests (English and local languages)(Minimum two original test material per semester must be procured)	As per course requirement - See Table 1 for different tests
b)	Proformae	As per course requirement
c)	Speech Therapy material (in local language and English)	As per course requirement
d)	Digital voice recorders	2
e)	Video cameras for audio-visual recording	1
f)	Spirometer	1
g)	Computer PC-AT with VGA Color Monitor &	2
h)	printer for clinic administration	
i)	Software for diagnosis/ therapy work	1
j)	Stroboscope (by possession in department or by access in the parent institution)	1
k)	Flexible scope for voice and swallowing assessment (by possession in department or by access in the parent institution)	1
l)	Electroglottograph	1
m)	System for aerodynamic assessment	1
n)	Tools for assessment of swallowing	



**ORDINANCE No. 113**  
**MASTER OF SCIENCE IN SPEECH-LANGUAGE PATHOLOGY**  
**(Semester scheme)**

**1. NAME OF THE COURSE OFFERED:**

The nomenclature of the program shall be Master of Science (Speech-Language Pathology). M.Sc. (SLP) shall be the short form.

**2. OBJECTIVES OF THE M.SC. (SLP) PROGRAM:**

The objectives of the M.Sc. (SLP) program are to equip the students with knowledge and skills to

- 2.1 Function as teachers and researchers in institutions of higher learning,
- 2.2 Diagnose and manage disorders of speech, language, and swallowing across life span,
- 2.3 Counsel and guide persons with disorders of speech, language and swallowing as well as their family members,
- 2.4 Implement rehabilitation programs for persons with speech, language and swallowing disorders,
- 2.5 To function as the disability certification authority in the field,
- 2.6 Liaise with professionals in allied fields and other stake holders,
- 2.7 Implement prevention and public education programs,
- 2.8 Undertake advocacy measures on behalf of and for persons with speech, language and swallowing disorders,
- 2.9 Advise government and other institutions on legal and policy issues related to persons with communication disorders, and
- 2.10 To establish and administer institutions of higher learning.

**3. DURATION OF THE PROGRAM:**

- 3.1 The program shall be of 4 semesters (2 academic years) and should be completed within 4 years from the date of admission or as per University Policy.
- 3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Odd semesters – 1 & 3	July – November
Even semesters 2 & 4	January – May
- 3.3 There shall be examination at the end of each semester. There shall be a vacation of minimum 2 weeks after the examinations at the end of odd semesters and 4 weeks after the examinations at the end of even semesters.

**4. MEDIUM OF INSTRUCTION:**

Medium of instruction shall be English.



**5. ELIGIBILITY FOR ADMISSION:**

- 5.1 Candidates with BASLP/B.Sc.(Speech & Hearing) degree of any recognized university by the Rehabilitation Council of India are eligible for admission to the course.<sup>1</sup>
- 5.2 Relaxation in the qualifying marks for designated categories of students shall be as per rules and regulations of respective University / State / Union Territories or the Central Government.
- 5.3 Applicants shall not be older than 30 years on the 1<sup>st</sup> July of the year of admission.

**6. PROGRAM STRUCTURE:**

Time structure of the program shall be as follows:

Semesters	4	
Weeks per Semester	16	
Days per week	6	94 days per semester
Hours per day	6	560 hours per semester

Semester 1	Theory	5 papers x 60 hours	300 hours
	Clinical		240 hours
	Others		20 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Clinicals		240 hours
	Others		80 hours
Semester 3	Theory	5 papers x 60 hours	300 hours
	Clinicals		160 hours
	Dissertation		80 hours
	Others		20 hours



Semester 4	Theory	1 paper x 60 hours	60 hours
	Clinicals		160 hours
	Dissertation		320 hours
	Others		20 hours
Theory	300 + 240 + 300 + 60		900 hours
Clinicals	240 + 240 + 160 + 160		800 hours
Dissertation	0+0+80+320		400 hours
Others	20+80+20+20		140 hours
Total			2240 rs

#### 7. ATTENDANCE:

- 7.1 Minimum attendance shall not be less than 80% in theory and 90% in Clinicals in each semester for students to be eligible to appear for examination at the end of each semester or as per University Policy.
- 7.2 Candidates who cannot appear for examination for want of attendance will be declared failed and will have to repeat the particular semester to be eligible to appear for exams subsequently.
- 7.3 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor, through proper channel (Forwarded through Course-coordinator/Principal/Incharge of respective college/Department).

#### 8. EXAMINATION PATTERN:

8.1 The examination pattern and papers shall be as shown in the table below:

	Subject	Marks		
		Exam	IA	Total
SLP101	Research Methods, Epidemiology and Statistics	80	20	100
SLP102	Speech Science and Speech Production	80	20	100
SLP103	Augmentative and Alternative Communication	80	20	100
SLP104	Neurobiology of Speech-language and Cognition	80	20	100
SLP105	Clinical Linguistics & Multilingual Issues	80	20	100
SLP106	Clinicals (Internal)	80	20	100
SLP201	Advances in Speech Sound Disorders	80	20	100
SLP202	Voice : Science and Disorders	80	20	100



SLP203	Disorders of Fluency	80	20	100
SLP204	Language Disorders in Children	80	20	100
SLP205	Clinicals (External)	100	00	100
SLP301	Neurogenic Speech Disorders	80	20	100
SLP302	Dysphagia	80	20	100
SLP303	Aphasia	80	20	100
SLP304	Language and Literacy Disorders	80	20	100
SLP305	Cognitive Communication Disorders	80	20	100
SLP306	Clinicals (Internal)	80	20	100
SLP401	Practices in Speech-language Pathology	80	20	100
SLP402	Dissertation	80	20	100
SLP403	Clinicals (External)	100	00	100
		1640	360	2000

- 8.2 Clinical examinations (for SLP106 and SLP306) shall be conducted by the designated internal faculty of the department at the end of 1<sup>st</sup> and 3<sup>rd</sup> semester. IA marks shall be awarded by all the faculty of the department on the basis of the assessment of the candidates' work throughout the particular semester.
- 8.3 Clinical examinations for SLP 205 and SLP 403 will be conducted by external examiner(s) at the end of the 2<sup>nd</sup> and 4<sup>th</sup> semester, respectively. Clinical examination shall be with clinical population like in medical profession. The examiners shall also evaluate records of clinical and practical work of the students.
- 8.4 An internal faculty member can assist the external examiner(s) in SLP 205 and SLP 403 Clinicals (External), but shall not award marks.

**9. DISSERTATION:**

Students shall complete a dissertation in the 3rd and 4th semester of the course and shall submit the same at the end of 4th semester before final examination. An external examiner shall assess the dissertation for 80 marks while the guide shall assess the performance of the candidate for 20 marks (internal assessment). The dissertation will be rated for a total of 100 marks (80 +20). Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final semester examination.

**10. CRITERIA FOR PASSING:**

- 10.1 The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, and clinical exams, and dissertation for a pass.
- 10.2 Grace Marks shall be allocated as per university norms.
- 10.3 Students will have to pass the clinical examination of the given semester to proceed to the next semester.
- 10.4 Carry-over of papers: Maximum number of attempts for any paper / clinical practicum / dissertation shall be three inclusive of first attempt. There shall be no supplementary examination.



**11. BOARD OF EXAMINERS:**

- 11.1 There shall be a Board of Examiners for scrutinizing and approving the question papers as well as scheme of valuation.
- 11.2 Fifty percent of the members in the Board of Examiners shall be from outside the institution.

**12. AWARD OF DEGREE:**

The University shall award the degree and issue certificate only after the candidates successfully complete all the examinations stipulated.

**13. INFRASTRUCTURE FOR STARTING THE COURSE:**

As per the guideline of Rehabilitation Council of India  
Annexure I

**14. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No.114**  
**DOCTOR OF MEDICINE (D.M.) AND MASTER OF CHIRURGIE (M.Ch.)**  
**(SUPER SPECIALITY COURSES)**  
**GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**Doctor of -Medicine (D.M.)**

- |   |   |
|---|---|
| <b>18. Cardiology</b>                                       | <b>21. Infectious Disease</b>                   |
| <b>19. Clinical Haematology</b>                             | <b>22. Virology</b>                             |
| <b>20. Endocrinology</b>                                    | <b>23. Paediatric Oncology</b>                  |
| <b>21. Medical Gastroenterology</b>                         | <b>24. Geriatric Mental Health</b>              |
| <b>22. Medical Genetics</b>                                 | <b>25. Hepatology</b>                           |
| <b>23. Medical Oncology</b>                                 | <b>26. Paediatrics and Neonatal Anaesthesia</b> |
| <b>24. Neonatology</b>                                      | <b>27. Interventional Radiology</b>             |
| <b>25. Nephrology</b>                                       | <b>28. Clinical Immunology</b>                  |
| <b>26. Neurology</b>  | <b>and Rheumatology</b>                         |
| <b>27. Neuro-radiology</b>                                  | <b>29. Onco-Pathology</b>                       |
| <b>28. Pulmonary Medicine</b>                               |   |
| <b>29. Child &amp; Adolescent Psychiatry</b>                |   |
| <b>30. Paediatrics Gastroenterology</b>                     |   |
| <b>31. Paediatrics Cardiology</b>                           |   |
| <b>32. Cardiac Anaesthesia</b>                              |   |
| <b>33. Organ Transplant Anaesthesia &amp; Critical care</b> |   |
| <b>34. Critical Care Medicine</b>                           |   |
| <b>35. Paediatric Hepatology</b>                            |   |
| <b>36. Neuro-Anaesthesia</b>                                |   |
| <b>37. Paediatric Nephrology</b>                            |   |

**Master of Chirurgie (M.Ch.)**

- 1. Cardio Vascular & Thoracic Surgery**



2. Urology
3. Neuro-Surgery
4. Pediatric Surgery
5. Plastic & Reconstructive Surgery
6. Surgical Gastroenterology
7. Surgical Oncology
8. Endocrine Surgery
9. Gynecological Oncology
10. Vascular Surgery
11. Paediatric Cardio Thoracic Vascular Surgery
12. Hand Surgery
13. Head & Neck Surgery
14. Hepato-Pancreatico-Biliary Surgery
15. Reproductive Medicine & Surgery

## **1. AIMS & OBJECTIVES**

### **1.1 AIMS:**

The goal of D.M./M.Ch. medical education shall be to produce competent specialists, Researcher and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the super speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advances and developments in the discipline concerned;
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the



principles of research methodology and epidemiology; and

- 1.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals and who have gained ability and skills to conduct/spearhead clinical research.

## **1.2 OBJECTIVES:**

At the end of the training in the discipline concerned the student shall be able to;

- 1.2.1 Recognize the importance to the concerned super speciality in the context of the health needs of the community and the national priorities in the health section.
- 1.2.2 Practice the super speciality concerned ethically and in step with the principles of primary health care.
- 1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned super speciality.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the superspeciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 1.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the super speciality.
- 1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.



- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyse relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.
- 1.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### **1.3 STATEMENT OF THE COMPETENCIES:**

Keeping in view the general objectives of D.M./M.Ch. training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has to produce a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies.

### **1.4 COMPONENTS OF THE D.M./M.Ch. CURRICULUM:**

The major components of the D.M./M.Ch. curriculum shall be:

- 1.4.1 Theoretical knowledge
- 1.4.2 Practical and clinical skills.
- 1.4.3 Writing Thesis / Research articles.
- 1.4.4 Attitudes including communication skills.
- 1.4.5 Training in research methodology, Medical Ethics and Medicolegal aspects.

## **2. COURSE STRUCTURE:**

### **2.1 Training Period and Time Distribution:**



The period of training for obtaining the degrees (D.M./M.Ch.) shall be three complete years including the period of examination.

## 2.2 Timing of Examinations:

The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for DM & M.Ch. shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

## 3. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

### 3.1 Eligibility Criteria: Candidate for D.M. / M.Ch.

- **D.M.:** Candidate seeking admission for D.M. courses in any subject must possess recognized degree of MD/DNB (or its equivalent recognized degree) in the subject specified in the regulations of the National Medical Commission (NMC) from time to time.
- **M.Ch.:** Candidate seeking admission for M.Ch course in any subject must possess recognized degree of MS/DNB (or its equivalent recognized degree) in the subject specified in the regulations of the National Medical Commission (NMC) from time to time.

S.No.	DNB SUPER SPECIALTY COURSE	PRIOR ENTRY QUALIFICATION
1	CARDIAC ANAESTHESIA	MD/DNB (ANAESTHESIA)
2	CARDIOLOGY	MD/DNB (GENERAL MEDICINE)



		MD/DNB (PAEDIATRICS)
		MD/DNB (RESPIRATORY MEDICINE)
3	CRITICAL CARE MEDICINE	MD/DNB (EMERGENCY MEDICINE)
		MD/DNB (GENERAL MEDICINE)
		MD/DNB (RESPIRATORY MEDICINE)
		MD/DNB (ANAESTHESIA)
		MD/DNB (PAEDIATRICS)
4	ENDOCRINOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
5	GASTROENTEROLOGY	MD/DNB (GENERAL MEDICINE)
6	GYNAECOLOGIC ONCOLOGY	MD/MS/DNB (OBSTT. & GYNAE.)
7	GENITO URINARY SURGERY (UROLOGY)	MS/DNB(GENERAL SURGERY)
8	MEDICAL GENETICS	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/MS/DNB (OBSTT. & GYNAE.)
9	MEDICAL ONCOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (RADIOTHERAPY/RADIATION ONCOLOGY)



10	NEONATOLOGY	MD/DNB (PAEDIATRICS)
11	NEPHROLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
12	NEUROSURGERY	MS/DNB (GENERAL SURGERY)
13	NEUROLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
14	PAEDIATRIC CARDIOLOGY	MD/DNB (PAEDIATRICS)
15	PAEDIATRIC SURGERY	MS/DNB (GENERAL SURGERY)
16	VASCULAR SURGERY	MS/DNB (GENERAL SURGERY)
17	PLASTIC SURGERY	MS/DNB (GENERAL SURGERY)
18	SURGICAL GASTROENTEROLOGY	MS/DNB (GENERAL SURGERY)
19	SURGICAL ONCOLOGY	MS/DNB (GENERAL SURGERY)
20	THORACIC SURGERY	MS/DNB (GENERAL SURGERY)
21	CARDIOVASCULAR & THORACIC SURGERY	MS/DNB (GENERAL SURGERY)
22	RHEUMATOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
23	ENDOVASCULAR &	MD/DNB (RADIO DIAGNOSIS)



	INTERVENTIONAL RADIOLOGY	
24	HAEMATOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/DNB (BIOCHEMISTRY)
		MD/DNB (PATHOLOGY)
25	PAEDIATRIC INTENSIVE CARE	MD/DNB (PAEDIATRICS)
26	NEURO ANAESTHESIA & CRITICAL CARE	DNB/MD (ANESTHESIOLOGY)

### 3.2 Procedure for selection of candidates for D.M./M.Ch. courses shall be as follows:

- 3.2.1 There shall be a uniform entrance examination to all medical educational institutions at the Super Speciality level namely 'National Eligibility-cum-Entrance Test' for admission to D.M./M.Ch. courses in each academic year and shall be conducted under the overall supervision of the Ministry of Health & Family Welfare, Government of India.
- 3.2.2 The "designated authority" to conduct the 'National Eligibility-cum-Entrance Test' shall be the National Test Agency (NTA) or any other body/organization so designated by the Ministry of Health and Family Welfare, Government of India.
- 3.2.3 In order to be eligible for admission to D.M./M.Ch. Course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50 percentile in the 'National Eligibility-Cum-Entrance Test for D.M./M.Ch.courses' held for the said academic year.



- 3.2.4 No candidate who has failed to obtain the minimum eligibility marks as prescribed in Sub-Clause (3.2.3) above shall be admitted to any D.M./M.Ch. courses in the said academic year.
- 3.2.5 The University and other authorities concerned shall organize admission process in such a way that teaching in super specialty course will start after completion of Admission process as amended time to time by DGHS or competent authority.

**Time Schedule of completion of Admission Process for Super Speciality Medical Courses:**

S. No.	Schedule of Admission	Super Speciality
1.	Conduct of Entrance Examination	<b>Schedule will be followed as prescribed by NMC/Government from time to time</b>
2.	Declaration of the result of the Qualifying Exam/Entrance Exam	
3.	1 <sup>st</sup> round of counseling admission	
4.	Last date of joining the allotted college and the course	
5.	2 <sup>nd</sup> round of counseling/admission	
6.	Last date of joining for the 2 <sup>nd</sup> round of counseling/admission	
7.	Commencement of academic session/term	
8.	Last date up to which students can be admitted/joined against vacancies arising due to any reason	



**Note:**

- Last date for admission in Institute/ college/ courses will based on guidelines issued by competent authority or MCC/DGHS, Government of India.

**3.2.6** No authority / institution shall admit any candidate to any D.M./M.Ch. medicine course in contravention of the criteria / procedure as laid down by these Regulations and / or in violation of the judgements passed by the Hon'ble Supreme Court in respect of admissions. Any candidate admitted in contravention / violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgements passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year / years.

**3.3 COMMON COUNSELING:**

- 3.3.1** There shall be a common counseling for admission to all Super Speciality Courses (D.M./ M.Ch.) in all Medical Educational Institutions on the basis of merit list of the National Eligibility-cum-Entrance Test.
- 3.3.2** The Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India. Further, the Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India shall conduct counseling for courses D.M./M.Ch. in Medical Educational Institutions of the Central Government, Universities established by an Act of Parliament and the Deemed Universities. Furthermore, the Directorate General of Health Services shall conduct the counseling for all Super Speciality courses (D.M. / M.Ch.) in Medical Educational Institute of the Central Government, Medical Educational Institutions of the State Government, Deemed Universities, Universities established by an Act of



State/Union Territory Legislature, Medical Educational Institution established by Municipal Bodies, Trust, Society, Company or Minority Institutions”.

**4. MIGRATION:**

Migration/transfer of students undergoing any Super Speciality course shall not be permitted by any University or any authority.

**5. COMMENCEMENT OF COURSE:**

Commencement of course after completion of whole admission process as amended from time to time by the competent Authority.

**6. ATTENDANCE, PROGRESS AND CONDUCT:**

6.1 A candidate pursuing degree course should work in the concerned department of the institution for the full period as a full time student. No candidate is permitted to run a clinic/ laboratory/ nursing home while studying D.M./M.Ch. course.

6.2 Each year shall be taken as a unit for the purpose of calculating attendance.

6.3 Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons.

6.4 Every candidate is required to attend a minimum of 80% of the training during each academic year of the Super Speciality (D.M./M.Ch.) course or as per University Policy. Provided further that leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every year. (Leave rules for The DM/MCh. The trainees will be entitled to 12 days casual leaves and 5 days medical leaves/ academic year). Similarly, the matter of grant of leave to students shall be regulated as per respective University / State Government rules.



6.5 Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University Examinations.

**7. METHOD OF TRAINING:**

- 7.1 The training given with due care to the Super Speciality (D.M./M.Ch.) students in the recognized institutions for the award of various Post Graduate medical degrees/diplomas shall determine the expertise of the specialist medical teachers produced as a result of the educational program during the period of stay in the Institution.
- 7.2 Every institution undertaking Super-speciality training program shall set up an academic cell or a curriculum committee, under the chairmanship of a senior faculty member, which shall work out the details of the training program in each specialty in consultation with other department faculty staff and also coordinate and monitor the implementation of these training programs.
- 7.3 The training program shall be updated as and when required. The structured training program shall be strictly followed, to enable the examiners to determine the training undergone by the candidates and the NMC inspectors to assess the same at the time of inspection.
- 7.4 Students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of surgical operations assisted or done independently (for M.Ch. candidates).
- 7.5 The record books shall be checked and assessed by the faculty members imparting the training.
- 7.6 During the training for degree to be awarded in clinical disciplines, there shall be proper training in basic medical sciences related to the disciplines concerned; during the training for the degree to be awarded in basic medical sciences, there shall be training in applied aspects of the subject; and there shall be training in allied subjects related to the disciplines concerned. In all Super-speciality training programs, both clinical and basic medical sciences, emphasis is to be laid on



preventive and social aspects and emergency care. Facilities for autopsies, biopsies, cytopses, endoscopic and imaging etc., also be made available for training purposes.

7.7 The DM/MCh. students shall be required to participate in the teaching, paramedics, technicians and training program of undergraduate students and interns.

7.8 Training in medical audit, management, health economics, health information system, basics of statistics, exposure to human behaviour studies, knowledge of pharmacoeconomics and introduction to non-linear mathematics shall be imparted to the super-speciality students.

7.9 Implementation of training programs for the award of degree shall include the following: -

**Doctor of Medicine (D.M.)/ Master of Chirurgie (M.Ch.)-**

The training program shall be on the same pattern as for M.D./M.S. in clinical disciplines; practical training including advanced diagnostic, therapeutic and laboratory techniques, relevant to the subject of specialization. For M.Ch. candidates, there shall be participation in surgical operations.

**PERIOD OF TRAINING:** The period of training for obtaining these degree shall be three completed years including the examination period after obtaining MD/MS degree or equivalent recognized qualification in the required subject.

**8. PERIODIC TESTS:**

The students will be regularly assessed on their academic growth, bed side/operative skills, critical thinking, leadership quality by the guide/ mentor. The results of the same shall be entered in the students log-book on quarterly basis.

**9. MONITORING LEARNING PROGRESS:**

It is essential to monitor the learning progress of each candidate through continuous



appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning outcomes to be assessed should include:

- (1) Personal Attitudes,
- (2) Acquisition of Knowledge,
- (3) Clinical and operative skills,
- (4) Teaching skills and
- (5) Research Paper.

**9.1 Personal Attitudes. The essential items are:**

- Caring attitudes
- Initiative
- Organizational ability
- Potential to cope with stressful situations and undertake responsibility
- Trustworthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team
- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.

**9.2 Acquisition of Knowledge:** The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional



activities, if so, desired.

- **Journal Review Meeting (Journal Club):** The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist
- **Seminars / Symposia:** The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist
- **Clinico-pathological conferences/meetings :** This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.
- **Medical Audit:** Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

**9.3 Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

#### **10. SCHEME OF EXAMINATION AND PASSING HEADS:**

- 10.1** University shall conduct examination at the end of three academic years for D.M., M.Ch. Courses. University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations.
- 10.2** D.M. /M.Ch. examination in any subject shall consist of theory, practical/clinical and oral examination.
- 10.3** **Passing head and standard of Passing: -**  
There will be two heads of passing: -



- 10.3.1 Four papers of theory shall form one head of passing
- 10.3.2 Clinical, oral, and practical taken together shall form the second head of Passing
- 10.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt. A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt.
- 10.4 **To pass a candidate must obtain:**
- 10.4.1 Obtaining a minimum of 40% marks in each theory paper and not less than 50% cumulatively in all the four papers for degree examinations.
- 10.4.2 Obtaining of 50% marks in Practical examination shall be mandatory for passing the examination as a whole in the said degree examination as the case may be.
- 10.4.3 Fifty percent of the total marks in clinical, oral and practical taken together.
- 10.5 **Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate Marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.

**11. SCHEME OF THEORY EXAMINATION:**

- 11.1 There shall be four theory papers at D.M. /M.Ch. examination of 100 marks each.
- 11.2 Each Paper shall be of 3 hours duration.
- One paper out of three shall be on 'Basic Medical Sciences' and another paper on 'Recent advances'.

**Pattern of Question Paper for D.M. / M.Ch. as given below:**



relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects.

- 12.3 The oral examination shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination.
- 12.4 The maximum number of candidates to be examined in clinical/Practical and viva on any day shall not exceed 3 for D.M./M.Ch. examination.
- 12.5 There will be 400 marks for the Practical/ Clinical Examination.

All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce.

### **13. GUIDELINES FOR APPOINTMENT OF EXAMINERS:**

- 13.1 No person shall be appointed as an examiner in any subject unless he fulfills the minimum requirements for recognition as a post Graduate teacher as laid down by the NMC and has teaching experience of 8 (Eight) years as a Professor/Asst. Professor out of which he has not less than 5 (Five) Years teaching experience after obtaining Post Graduate degree. For external examiners, he should have minimum three years experience of examiner ship for Post Graduate degree in the concerned subject. Out of internal examiners, one examiner shall be Professor and Head of Department or Head of Department.
- 13.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause – 13.1 above shall ordinarily be invited from another recognized medical college, preferably from outside the State.
- 13.3 An external examiner may be ordinarily appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.



- 13.4 The same set of examiners shall ordinarily be responsible for the Practical or part Vice-voce of examination
- 13.5 The Head of the department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.
- 13.6 A separate set of examiner will be appointed for theory paper setting.
- 13.7 A separate set of examiner will be appointed for theory valuation.
14. A Student of D.M./M.Ch. would be required to do two research projects. The results of the same must be published in a NMC approved and indexed scientific journal/ or results of one of them should be presented at a national/international conference and that of the other must accepted published/sent for publication in a NMC approved index journal."

**GUIDE:**

The academic qualification and teaching experience required for recognition by this University as a guide for dissertation work is as per NMC. Teachers in a medical college/institution having a total of eight years teaching experience out of which at least five years teaching experience as lecturer or Assistant Professor gained after obtaining D.M./M.Ch. teachers.

A Co-guide may be included provided the work requires substantial contribution from a sister department or from another medical institution recognized for teaching/training by NMC. The Co guide shall be a recognized postgraduate teacher.

**CHANGE OF GUIDE:**

In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the University.

**15. CANCELLATION OF ADMISSION:**

- 15.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
- 15.1.1 He / She is found to have produced false / forged documents or found to have used unfair means to secure admission.
- 15.1.2 He / She is found to be involved in serious breach of discipline in the institution or the University camp.



**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**ORDINANCE NO. 115  
BACHELOR OF DENTAL SURGERY (B.D.S.)**

**I. GOALS OF EDUCATION AND TRAINING:**

The Dental curriculum shall be oriented towards educating students of B.D.S. Course to:

- 1.1 The dental graduates during training in the institutions should acquire adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues.
- 1.2 The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country
- 1.3 Take up the responsibilities of dental surgeon of first contact and be capable of functioning independently in both urban and rural environment.
- 1.4 Provide educational experience that allows hands-on-experience both in hospital as well as in community setting.
- 1.5 Make maximum efforts to encourage integrated teaching and de-emphasize compartmentalisation of disciplines so as to achieve horizontal and vertical integration in different phases.
- 1.6 Offer educational experience that emphasizes health rather than only disease. Teach common problems of health and disease and to the national programmes.
- 1.7 Use learner oriented methods, which would encourage clarity of expression, independence of judgement, scientific habits, problem solving abilities, self-initiated and self-directed learning.
- 1.8 Use of active methods of learning such as group discussions, seminars, role play, field visits, demonstrations, peer interactions etc., which would enable students to develop personality, communication skills and other qualities which are necessary.



- 1.9 Regular periodic assessment be done throughout the course. Examinations be designed with a view to assess not merely the "knowledge" but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently.
- 1.10 Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods

## **2. OBJECTIVES:**

The objectives are dealt under three headings namely (2.1) knowledge and understanding (2.2) skills and (2.3) attitudes.

**2.1 Knowledge and understanding:** The graduate shall acquire the following during the period of training.

- 2.1.1 Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyse scientifically established facts and data.
- 2.1.2 Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.
- 2.1.3 Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry. Adequate clinical experience required for general dental practice.
- 2.1.4 Adequate clinical experience required for general dental practice.
- 2.1.5 Adequate knowledge of constitution, biological function and behaviour of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.

**2.2 Skills:** A graduate shall be able to demonstrate the following skills necessary for practice



of dentistry.

2.2.1 Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.

2.2.2 Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.

2.2.3 Possess skill to carry out required investigative procedures and ability to interpret laboratory findings.

2.2.4 Promote oral health and help to prevent oral diseases wherever possible.

2.2.5 Competent in control of pain and anxiety during dental treatment.

2.3 **Attitude:** A graduate shall develop during the training period the following attitudes.

2.3.1 Willing to apply current knowledge of dentistry in the best interest of the patients and the community.

2.3.2 Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.

2.3.3 Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.

2.3.4 Willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.

2.3.5 To help and to participate in the implementation of national health programmes.

### **3. COURSE STRUCTURE:**

3.1 **Infrastructure:** The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space and clinical material shall be as per the stipulations of Dental Council of India from time to time.

3.2 **Academic Qualification for Admission:**

3.2.1 **Eligibility Criteria:**



3.2.1.1 He/She shall complete the age of 17 years on or before 31st December, of the year of admission to the BDS course.

3.2.1.2 In order to be eligible to take National Eligibility-cum-Entrance Test he/she should have passed qualifying examination as under:-

- The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 years study, the last, two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;

**Note:** Where the course content is not as prescribed or 10+2 education structure of the National Committee, the candidates will have to undergo a "period of one year pre-professional training" before admission to the dental colleges;

OR

- The intermediate examination in science of an Indian University/ Board or other recognized examining body with Physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subject.

OR

- The pre-professional/ Pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-professional/ Pre-medical examination shall include a practical test in physics, Chemistry and Biology and also English as compulsory subject;



OR

- The first year of three year degree course of a recognized university, with physics, Chemistry and Biology including a practical test in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core courses.

OR

- B.Sc. examination of an Indian University, provided that he/she has passed the B.Sc. examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology and English.

OR

- Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking Physics, Chemistry and Biology including practical test in each of these subjects and English.
- 3% seats of the annual sanctioned intake capacity shall be filled-up by candidates with locomotory disability of lower limbs between 50% to 70%.

Provided that in case any seat in this quota remains unfilled on account of unavailability of candidates with locomotory disability of lower limbs between 50% to 70%, then any such unfilled seats in this 3% quota shall be filled-up by candidates with locomotory disability of lower limbs between 40% to 50% before they are included in the annual sanctioned seats for General Category Candidates.

- All the academic qualification for admission will be finally guided and governed by Apex body council.



**4. CRITERIA FOR SELECTION OF STUDENTS:**

4.1 The selection of students to dental college shall be based solely on merit of the candidate and for determination of the merit, the following criteria be adopted uniformly throughout the country.

4.1.1 There shall be a single eligibility-cum-entrance examination namely "National Eligibility-cum Entrance Test for admission to BDS course" in each academic year".

4.1.2 In order to be eligible for admission to BDS Course for a particular academic year, it shall be necessary for a candidate to obtain minimum of marks of 50th percentile in 'National Eligibility cum-Entrance Test to BDS course' held for the said academic year. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with locomotory disability of lower amendments, the minimum marks shall be at 45th percentile. The percentile shall be determined on the basis of highest marks secured in the All-India common merit list in "National Eligibility-cum-Entrance Test for admission to BDS course."

Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to BDS Course, the Central Government in consultation with Dental Council of India may at its discretion lower the minimum marks required for admission to BDS Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the said academic year only.

4.1.3 The reservation of seats in dental colleges for respective categories shall be as per applicable laws prevailing in States/Union Territories. An all India merit list as well as State-wise merit list of the eligible candidates shall be



prepared on the basis of the marks obtained in National Eligibility cum-Entrance Test and candidates shall be admitted to BDS course from the said lists only.

**4.1.4** No Candidate who has failed to obtain the minimum eligibility marks as prescribed in Clause (4.1.2) above shall be admitted to BDS course in the said academic year.

**4.1.5** All admissions to BDS course within the respective categories shall be based solely on marks obtained in the National Eligibility-cum-Entrance Test.

**4.1.6** To be eligible for admission to BDS Course, a candidate must have passed in the subjects of Physics, Chemistry, Biology/Biotechnology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry and Biology/Biotechnology at the qualifying examination as mentioned in Sub-regulation 2 of Regulation I and in addition must have come in the merit list of "National Eligibility-cum-Entrance Test" for admission to BDS course. In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the minimum marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination shall be 40% instead of 50%. In respect of candidates with locomotory disability of lower limbs in terms of sub-regulation 4, after the commencement of these amendments, of Regulation 1 above, the minimum marks in qualifying examination in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination shall be 45% instead of 50%.

Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he/she may be provisionally permitted to take up the National Eligibility-cum-Entrance Test and in case of selection for admission to the BDS course, he/she shall not be admitted to that course until he fulfills the eligibility criteria under Regulation 1.

**4.1.7** The Central Board of Secondary Education or any agency assigned by



government shall be the organization to conduct National Eligibility cum-Entrance Test for admission to BDS course or any designated agency as described by statutory body.

**4.2 Duration of the Course:** The undergraduate dental programme leading to BDS Degree shall be of 4 (four) Academic years with 240 teaching days in each academic year, plus one year paid rotating Internship in a dental college. Every candidate will be required, after passing the final BDS Examination to undergo one year paid rotating internship in a dental college. The detailed curriculum of Dental Internship Programme is annexed as Annexure-A. The internship shall be compulsory and BDS Degree shall be granted after completion of one year paid Internship.

## **5. MIGRATION:**

5.1 Migration from one dental college to other is not a right of a student. However, migration of students from one dental college to another dental college in India may be considered by the Dental Council of India. Only in exceptional cases on extreme compassionate ground\*, provided following criteria are fulfilled. Routine migrations on other ground shall not be allowed.

5.2 Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Dental Council of India.

5.3 The applicant candidate should have passed first professional BDS examination.

5.4 The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Dental Surgery (BDS) examination.

5.5 The applicant candidate must submit an affidavit stating that he/she will pursue 240 days of prescribed study before appearing at IInd professional Bachelor of Dental Surgery (BDS) examination at the transferee dental college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.



**Note 1 :**

- Migration is permitted only in the beginning of IInd year BDS Course in recognized Institution.
- All applications for migration shall be referred to Dental Council of India by college authorities. No Institution/University shall allow migrations directly without the prior approval of the Council.
- Council reserved the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.

**Note 2: \*Compassionate ground criteria:**

- Death of supporting guardian.
- Disturbed conditions as declared by Government in the Dental College area.

**6. ATTENDANCE REQUIREMENT, PROGRESS AND CONDUCT:**

6.1 Considering the Programme work load, students are advised to attend all classes conducted during a year i.e., 100% of attendance is desirable. The student is expected to attend at least 75% of the classes in each of the courses in a given year or as per University Policy.

6.2 A shortfall in attendance, may be condoned by the Vice-Chancellor under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. At the State and National or International level representing the University and on recommendation of the concerned HOD and intimation to his/her Proctor. This condonation will be as per discussed in different ordinances mentioned else where.

6.3 The basis for calculation of attendance shall be the period prescribed by the University in its annual calendar of events.

6.4 For the first year student's attendance is computed from the date of registration of the programme.

6.5 If a student does not fulfill the attendance requirements in any course he/she is not



permitted to attend the Year end examination in that course.

6.6 In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (6.1) above.

## **7. SUBJECTS OF STUDY:**

### **7.1 First Year**

- 7.1.1 General Human Anatomy including embryology and histology.
- 7.1.2 General human physiology and biochemistry, Nutrition and Dietics.
- 7.1.3 Dental Anatomy, Embryology and Oral Histology.
- 7.1.4 Dental Materials.
- 7.1.5 Pre-clinical Prosthodontics and Crown & Bridge.

### **7.2 Second Year**

- 7.2.1 General pathology and Microbiology.
- 7.2.2 General and Dental pharmacology and therapeutics.
- 7.2.3 Dental Materials.
- 7.2.4 Pre-Clinical Conservative Dentistry.
- 7.2.5 Pre-Clinical Prosthodontics and Crown & Bridge.
- 7.2.6 Oral Pathology & Oral Microbiology.

### **7.3 Third Year**

- 7.3.1 General Medicine.
- 7.3.2 General Surgery.
- 7.3.3 Oral Pathology and Oral Microbiology.
- 7.3.4 Conservative Dentistry and Endodontics.
- 7.3.5 Oral & Maxillofacial Surgery.
- 7.3.6 Oral Medicine and Radiology.
- 7.3.7 Orthodontics & Dentofacial Orthopaedics.



7.3.8 Paediatric & Preventive Dentistry.

7.3.9 Periodontology.

7.3.10 Prosthodontics and Crown & Bridge.

#### **7.4 Fourth Year**

7.4.1 Oral Medicine and radiology.

7.4.2 Public Health Dentistry.

7.4.3 Orthodontics & dentofacial orthopaedics.

7.4.4 Periodontology.

7.4.5 Prosthodontics and Crown & Bridge.

7.4.6 Conservative Dentistry and Endodontics.

7.4.7 Oral and Maxillofacial Surgery.

7.4.8 Paediatric & Preventive Dentistry.

### **8. EXAMINATIONS:**

8.1 Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.

8.2 Evaluation is achieved by two processes.

8.2.1 Formative or internal assessment: Formative evaluation is done through a series of tests and examinations conducted periodically by the institution.

8.2.2 Summative or university examinations: Summative evaluation is done by the university through examination conducted at the end of the specified course.

#### **8.3 Methods of evaluation:**

Evaluation may be achieved by the following tested methods:

8.3.1 Written test.

8.3.2 Practicals/ Clinical examination.

8.3.3 Viva voce

#### **8.4 Internal assessment examination:**



- 8.4.1 Minimum of 3 periodical internal assessment examination shall be conducted in each subject. If the teaching of subject is spread over in two years, at least one examination shall be conducted in first year of teaching. 10% of the total marks in each subject for both theory, practical and clinical examination separately should be set aside for the internal assessment examinations.
- 8.4.2 Average marks of three examinations shall be computed for the University examinations.
- 8.4.3 The Internal assessment examinations shall be conducted in proper manner on the dates announced in the examination schedule prepared at Institution level.
- 8.4.4 If repeater students desire for up gradation of their internal assessment marks, they shall appear again in one internal examination held during next six months. The new marks may be considered for University examinations.

#### **8.5 SCHEME OF EXAMINATION:**

- 8.5.1 The scheme of examination for B.D.S. Course shall be divided into 1<sup>st</sup> B.D.S. professional examination at the end of the first academic year, 2nd B.D.S. professional examination at the end of second year, 3rd B.D.S. professional examination at the end of third, 4th BDS examination at the end of 4th year.
- 8.5.2 There shall be two examinations in each academic year (Regular & Supplementary).
- 8.5.3 The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules as laid down by the University.
- 8.5.4 Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he is permitted to appear for the next higher examination

#### **8.6 WRITTEN EXAMINATION:**

- 8.6.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.



- 8.6.2 In the subjects of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A and B of equal marks.
- 8.6.3 The question paper should contain different types of questions like essay, short answer and objective type / M.C.Q's.
- 8.6.4 The nature of questions set, should be aimed to evaluate students of different standards ranging from average to excellent.
- 8.6.5 The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
- 8.6.6 The University may set up a question bank.

#### **8.7 PRACTICAL AND CLINICAL EXAMINATION:**

- 8.7.1 Objective Structured Clinical Evaluation: The present system of conducting practical and clinical examination at several universities provide chance for unrealistic proportions of luck. Only a particular clinical procedure or experiment is usually given for the examination. The clinical and practical examination should provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instructions to be provided. This can include clinical procedures, laboratory experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examinations should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.
- 8.7.2 Records/ Log Books: The candidate should be given credit for his records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances if necessary
- 8.7.3 Scheme of clinical and practical examinations: The specific scheme of clinical and practical examinations, the type of clinical procedures/ experiments to



be performed and marks allotted for each are to be discussed and finalized by the Chairman and other examiners and it is to be published prior to the conduct of the examinations along with the publication of the time table for the practical examinations. This scheme should be brought to the notice of the external examiner as and when the examiner reports. The practical and clinical examinations should be evaluated by two examiners of which one shall be an external examiner appointed from other universities preferably outside the State. Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination

- 8.7.4 Viva Voce:** Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

**MARKS DISTRIBUTION IN EACH SUBJECT:**

Each subject shall have a maximum of 200 marks.

Theory	100		
Practical/ Clinical	100		
<b>Theory – 100</b>		<b>Practicals/ Clinicals</b>	<b>– 100</b>
University written exam	70	University Exam	90
Viva Voce	20		
Internal assessment (Written)	<u>10</u>	Internal assessment (Written)	<u>10</u>
<b>Total</b>	<b>100</b>	<b>Total</b>	<b>100</b>

**Practical and Viva Voce Only in University Examination**

Pre-clinical Prosthodontics



Pre-clinical Conservative Dentistry		
Internal Assessment	-	20
Practical	-	60
Viva Voce	-	20
-----		
		<b>100</b>
-----		

### 8.8 Criteria for a Pass:

Fifty percent of the total marks in any subject computed as aggregate for theory, i.e., written, viva voce and internal assessment and practicals including internal assessment, separately is essential for a pass in all years of study.

For declaration of pass in a subject, a candidate shall secure 50% marks in the University examination both in Theory and Practical/ Clinical examinations separately, as stipulated below:

- 8.8.1 A candidate shall secure 50% marks in aggregate in University theory including Viva Voce and Internal assessment obtained in University written examination combined together.
- 8.8.2 In the University Practical/ clinical examination, a candidate shall secure 50% of University practical marks and Internal Assessment combined together.
- 8.8.3 In case of pre-clinical Prosthetic Dentistry and Pre clinical conservative dentistry in II BDS, where there is no written examination, minimum for pass is 50% of marks in Practical and Viva voce combined together in University examination including Internal Assessment i.e. 50/100 marks.
- 8.8.4 Successful candidates who obtain 65% of the total marks or more shall be declared to have passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtains 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.
- 8.8.5 First Class and Distinction etc. to be awarded by the University as per their



respective rules.

**8.9 Grace Marks:** Grace marks may be awarded to students who have failed only in one subject but passed in all other subjects as per University Policy.

**8.10 Re-evaluation:** The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this purpose.

**8.10.1 Re-totaling:** The University on application and remittance of a stipulated fee to be prescribed by the university, shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which the candidate has appeared in the university examination. Any error in addition of the marks awarded if identified should be suitably rectified.

**8.10.2 Re-evaluation:** Re-evaluation of theory papers in all years of study of the BDS course may be permissible by the university on application and remittance of a prescribed fee. Such answer script shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result accordingly reconsidered. However in those universities where double evaluation provision exists, this provision of re-evaluation will not be applicable.

**8.11 Qualification and experience to be eligible for examinership for BDS examination:**

**8.11.1** M.D.S. Degree from a recognized Institution

**8.11.2** 4 years teaching experience in the subject in a dental college after MDS.

**8.11.3** Should be holding the post of a Reader or above in a Dental Institution approved/recognised by the Dental Council of India for B.D.S.

**Note:**

- In case of Physiology and Biochemistry if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.
- In case of Pathology and Microbiology if Internal examiner is from Pathology, External examiner should be from Microbiology or vice versa.



- In case of Dental Materials, if internal is from Prosthodontics, external should be from Conservative Dentistry and vice versa.

50% of Examiners appointed shall be external from Dental Institutions approved/recognised by the Dental Council of India for B.D.S. Course, from other University, preferably from outside the State.

#### 8.12 MINIMUM WORKING HOURS FOR EACH SUBJECT OF STUDY (B.D.S COURSE)

##### I B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General Human Anatomy Including Embryology, Osteology and Histology	100	175		275
General Human Physiology	120	60		180
Biochemistry	70	60		130
Dental Anatomy Embryology, and Oral Histology	105	250		355
Dental Materials	20	40		60
Pre-clinical Prosthodontics & Crown & Bridge	-	100		100
<b>Total</b>	<b>415</b>	<b>685</b>		<b>1100</b>

##### II B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General & Dental Pharmacology and therapeutics	70	20		90
General Pathology	55	55		110



Microbiology	65	50		115
Dental Materials	60	200		260
Oral Pathology and Oral Microbiology	25	50		75
Pre Clinical Prosthodontics & Crown & Bridge	25	200		225
Pre Clinical Conservative Dentistry	25	200		225
<b>Total</b>	<b>325</b>	<b>775</b>		<b>1100</b>

**III B.D.S**

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General Medicine	60		90	150
General Surgery	60		90	150
Oral Pathology and Oral Microbiology	120	80		200
Oral Medicine and Radiology	20	-	70	90
Paediatric and Preventive Dentistry	20	-	70	90
Orthodontics & Dentofacial Orthopaedics	20	-	70	90
Periodontology	30	-	70	100
Oral & Maxillofacial Surgery.	30	-	70	100
Conservative Dentistry & Endodontics.	30	-	70	100
Prosthodontics and Crown & Bridge	30	-	70	100
<b>Total</b>	<b>410</b>	<b>80</b>	<b>750</b>	<b>1240</b>

**IV B.D.S**

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
Prosthodontics and Crown & Bridge	80		300	380



Oral Medicine and Radiology	45		100	145
Periodontology	50		100	150
Public Health Dentistry	60		200	260
Conservative Dentistry & Endodontics.	80		300	380
Oral and Maxillofacial Surgery	50		200	250
Orthodontics & Dentofacial Orthopaedics	30		100	130
Paediatric and Preventive Dentistry	45		100	145
<b>Total</b>	<b>440</b>		<b>1400</b>	<b>1840</b>

**Note 1:** There should be a minimum of 240 teaching days each academic year consisting of 8 working hours, including one hour of lunch break. Internship – 240x8 hours-1920 clinical hours.

**Note 2:** The minimum working hours indicated each year of study does not include one month mid year vacation and one month of university examination.

#### 9. **GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ANNEXURE-A****CURRICULUM OF DENTAL INTERNSHIP PROGRAMME**

- A. The duration of Internship shall be one year.
- B. All parts of internship shall be done in a Dental College duly recognized/approved by the Dental Council of India for the purpose of imparting education and training to Dental graduates in the country.
- C. The Interns shall be paid stipendiary allowance during the period of an Internship not extending beyond a period of one year.
- D. The internship shall be compulsory and rotating as per the regulations prescribed for the purpose.
- E. The degree- BDS shall be granted after completion of internship.

**1. DETERMINANTS OF CURRICULUM FOR INTERNSHIP FOR DENTAL GRADUATES:** The

curricular contents of internship training shall be based on.

- 1.1 Dental health needs of the society.
- 1.2 Financial, material and manpower resources available for the purpose.
- 1.3 National Dental Health Policy.
- 1.4 Socio-economic conditions of the people in general.
- 1.5 Existing Dental as also the primary health care concept, for the delivery of health services.
- 1.6 Task analysis of what graduates in Dentistry in various practice settings, private and government service actually perform.
- 1.7 Epidemiological studies conducted to find out prevalence of different dental health problems, taking into consideration the magnitude of dental problems, severity of dental problems and social disruption caused by these problems.



**2. OBJECTIVES:**

2.1 To facilitate reinforcement of learning and acquisition of additional knowledge:

- 2.1.1 Reinforcement of knowledge.
- 2.1.2 Techniques & resources available to the individual and the community; Social and cultural setting.
- 2.1.3 Training in a phased manner, from a shared to a full responsibility.

2.2 To facilitate the achievement of basic skills: attaining competence Vs. maintaining competence in:-

- 2.2.1 History taking.
- 2.2.2 Clinical Examination.
- 2.2.3 Performance and interpretation of essential laboratory data.
- 2.2.4 Data analysis and inference.
- 2.2.5 Communication skills aimed at imparting hope and optimism in the patient.
- 2.2.6 Attributes for developing working relationship in the Clinical setting and Community team work.

2.3 To facilitate development of sound attitudes and habits:-

- 2.3.1 Emphasis on individual and human beings, and not on disease/symptoms.
- 2.3.2 Provision of comprehensive care, rather than fragmentary treatment.
- 2.3.3 Continuing Dental Education and Learning of accepting the responsibility.

2.4 To facilitate understanding of professional and ethical principles:

- 2.4.1 Right and dignity of patients.
- 2.4.2 Consultation with other professionals and referral to seniors/institutions.
- 2.4.3 Obligations to peers, colleagues, patients, families and Community.
- 2.4.4 Provision of free professional services in an emergent situation.

2.5 To initiate individual and group action, leading to disease prevention and dental health promotion, at the level of individuals families and the community.

**3. CONTENT (SUBJECT MATTER):**

The compulsory rotating paid Dental Internship shall include training in Oral Medicine



&Radiology; Oral & Maxillofacial Surgery; Prosthodontics; Periodontics; Conservative Dentistry; Pedodontics; Oral Pathology & Microbiology; Orthodontics and Community Dentistry.

#### **4. General Guidelines:**

**4.1** It shall be task-oriented training. The interns should participate in various institutional and field programmes and be given due responsibility to perform the activities in all departments of the Dental Colleges and associated Institutions.

**4.2** To facilitate achievement of basic skills and attitudes the following facilities should be provided to all dental graduates:

- 4.2.1** History taking, examination, diagnosis, charting and recording treatment plan of cases.
- 4.2.2** Presentation of cases in a group of Seminar.
- 4.2.3** Care and sterilization of instruments used.
- 4.2.4** Performance and interpretation of essential laboratory tests and other relevant investigations.
- 4.2.5** Data analysis and inference.
- 4.2.6** Proper use of antibiotics, anti-inflammatory and other drugs, as well as other therapeutic modalities.
- 4.2.7** Education of patients, their relatives and community on all aspects of dental health care while working in the institution as also in the field.
- 4.2.8** Communication aimed at inspiring hope, confidence and optimism.
- 4.2.9** Legal rights of patients and obligations of dental graduate under forensic jurisprudence.

#### **5. Oral Medicine & Radiology:**

- 5.1** Standardized examination of patients 25 Cases
- 5.2** Exposure to clinical, pathological laboratory procedures and biopsies. 5 Cases
- 5.3** Effective training in taking of Radiographs: 2 Full Mouth



(Intra-oral) I.O. (Extra oral) E.O.	1
Cephalogram	1

5.4 Effective management of cases in wards 2 Cases

## 6. Oral and Maxillofacial surgery

6.1 The Interns during their posting in oral surgery shall perform the following procedures:

6.1.1 Extractions	50
6.1.2 Surgical extractions	2
6.1.3 Impactions	2
6.1.4 Simple Intra Maxillary Fixation	1
6.1.5 Cysts enucleations	1
6.1.6 Incision and drainage	2
6.1.7 Alveoloplasties, Biopsies & Frenectomies, etc.	3

6.2 The Interns shall perform the following on Cancer Patients:

- 6.2.1 Maintain file work.
- 6.2.2 Do extractions for radiotherapy cases.
- 6.2.3 Perform biopsies.
- 6.2.4 Observe varied cases of oral cancers.

6.3 The interns shall have 15 days posting in emergency services of a dental/general hospital with extended responsibilities in emergency dental care in the wards. During this period they shall attend to all emergencies under the direct supervision of oral surgeon during any operation:

### 6.3.1 Emergencies.

(i) Toothache; (ii) trigeminal neuralgia; (iii) Bleeding from mouth due to trauma, post extraction, bleeding disorder or haemophilia; (iv) Airway obstruction due to fracture mandible and maxilla; dislocation of mandible; syncope or vasovagal attacks; ludwig's angina; tooth fracture; post intermaxillary fixation after general Anaesthesia.

6.3.2 Work in I.C.U. with particular reference to resuscitation procedures.

6.3.3 Conduct tutorials on medico-legal aspects including reporting on actual cases



coming to casualty. They should have visits to law courts.

## 7. Prosthodontics

The dental graduates during their internship posting in Prosthodontics shall make:-

7.1 Complete denture (upper & lower)	2
7.2 Removable Partial Denture	4
7.3 Fixed Partial Denture	1
7.4 Planned cast partial denture	1
7.5 Miscellaneous-like reline/overdenture/repairs of Maxillofacial Prosthesis	1
7.6 Learning use of Face bow and Semi anatomic articulator technique	
7.7 Crowns	
7.8 Introduction of Implants	1

## 8. Periodontics

8.1 The dental graduates shall perform the following procedures

8.1.1 Prophylaxis	15 Cases
8.1.2 Flap Operation	2 Cases
8.1.3 Root Planing	1 Case
8.1.4 Curettage	1 Case
8.1.5 Gingivectomy	1 Case
8.1.6 Perio-Endo cases	1 Case

8.2 During their one week posting in the community health centers, the interns shall educate the public in prevention of Periodontal diseases.

## 9. Conservative Dentistry

To facilitate reinforcement of learning and achievement of basic skills, the interns shall perform atleast the following procedures independently or under the guidance of supervisors:

9.1 Restoration of extensively mutilated teeth	5 Cases
9.2 Inlay and onlay preparations	1 Case
9.3 Use of tooth coloured restorative materials	4 Cases



Q. No.	Nature of Questions	Division of Marks	Total Marks
1.	Long Answer Question	2 X 20	40 Marks
2.	6 Short Answer Questions	6 X 10	60 Marks
<ul style="list-style-type: none"> <li>• Their shall be Three Long answer Questions where the candidate has to attempt any Two out of Three</li> <li>• Their shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight</li> </ul>			

**PAPER WISE DISTRIBUTION AS GIVEN BELOW:****D.M. / M.Ch. (Super Speciality)**

S. No.	Course Title	Paper No.
1	D. M. / M.Ch.	Paper -1
		Paper -2
		Paper -3
		Paper -4

**12. SCHEME OF PRACTICAL EXAMINATION:**

- 12.1 Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a minimum one long case and two short cases.
- 12.2 Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and



- |  |         |
|--|---------|
| 9.4 Treatment of discoloured vital and non-vital teeth                     | 1 Case  |
| 9.5 Management of dento alveolar fracture                                  | 1 Case  |
| 9.6 Management of pulpless, single-rooted teeth without periapical lesion. | 4 Cases |
| 9.7 Management of acute dento alveolar Infections                          | 2 Cases |
| 9.8 Management of pulpless, single-rooted teeth with periapical lesion.    | 1 Case  |
| 9.9 Non-surgical management of traumatised teeth during formative period.  |         |

#### 10. Pedodontics and Preventive Dentistry

During their posting in Pedodontics the Dental graduates shall perform:

- |   |          |
|---|----------|
| 10.1 Topical application of fluorides including varnish             | 5 Cases  |
| 10.2 Restorative procedures of carious deciduous teeth in children. | 10 Cases |
| 10.3 Pulpotomy  | 2 Cases  |
| 10.4 Pulpectomy   | 2 Cases  |
| 10.5 Fabrication and insertion of space maintainers                 | 1 Case   |
| 10.6 Oral habit breaking appliances                                 | 1 Case   |

#### 11. Oral Pathology and Microbiology

The interns shall perform the following:

- |   |         |
|---|---------|
| 11.1 History-recording and clinical examination | 5 Cases |
| 11.2 Blood, Urine and Sputum examination        | 5 Cases |
| 11.3 Exfoliative Cytology and smears study      | 2 Cases |
| 11.4 Biopsy- Laboratory Procedure & reporting   | 1 Case  |

#### 12. Orthodontics

12.1 The interns shall observe the following procedures during their posting in

Orthodontics:

- |  |
|--|
| 12.1.1 Detailed diagnostic procedures for 5 patients   |
| 12.1.2 Laboratory techniques including wire-bending for removable appliances, soldering and processing of myo-functional appliances. |
| 12.1.3 Treatment planning options and decisions.   |
| 12.1.4 Making of bands, bonding procedures and wire insertions.  |
| 12.1.5 Use of extra oral anchorage and observation of force values.  |



12.1.6 Retainers.

12.1.7 Observe handling of patients with oral habits causing malocclusions.

12.2 The dental graduates shall do the following laboratory work:-

12.2.1 Wire bending for removable appliances and space maintainers including welding and heat treatment procedure. - 5 Cases

12.2.2 Soldering exercises, banding & bonding procedures - 2 Cases

12.2.3 Cold-cure and heat-cure acrylicisation of simple Orthodontic appliances- 5 Cases

### 13. Public Health Dentistry

13.1 The interns shall conduct health education sessions for individuals and groups on oral health public health nutrition, behavioral sciences, environmental health, preventive dentistry and epidemiology.

13.2 They shall conduct a short term epidemiological survey in the community, or in the alternate, participate in the planning and methodology.

13.3 They shall arrange effective demonstrations of:

13.3.1 Preventive and interceptive procedures for prevalent dental diseases.

13.3.2 Mouth-rinsing and other oral hygiene demonstrations 5 Cases

13.3.3 Tooth brushing techniques 5 Cases

13.4 Conduction of oral health education programmes at

13.4.1 School setting 2

13.4.2 Community setting 2

13.4.3 Adult education programmes 2

13.5 Preparation of Health Education materials 5

13.6 Exposure to team concept and National Health Care systems:

13.6.1 Observation of functioning of health infrastructure.

13.6.2 Observation of functioning of health care team including multipurpose workers male and female, health educators and other workers.

13.6.3 Observation of atleast one National Health Programme:-

13.6.4 Observation of interlinkages of delivery of oral health care with Primary



Health care.

Mobile dental clinics, as and when available, should be provided for this teachings.

**14. Elective Posting:**

The Interns shall be posted for 15 days in any of the dental departments of their choice mentioned in the foregoing.

**15. Organisation of content:**

The Curriculum during the 4 years of BDS training is subject based with more emphasis on learning practical skills. During one year internship the emphasis will be on competency based, community oriented training. The practical skills to be mastered by the interns along with the minimum performance level are given under the course content of different departments of Dental Education. The supervisors should observe that proper facilities are provided in all departments and attached institutions for their performance.

**16. Specification of teaching activities:** Didactic lectures are delivered during the four years training in BDS. These shall be voided during the internship programme. Emphasis shall be on chair-side teaching, small group teaching and discussions tutorials, seminars, ward posting, laboratory posting, field visits and self learning.

**17. Use of Resource Materials:** Overhead projectors, slide projectors, film projectors, charts, diagrams, photographs, posters, specimens, models and other audiovisual aids shall be provided in all the Dental Colleges and attached institutions and field area. If possible, television, video and tapes showing different procedures and techniques to be mastered by the interns should be provided.

**18. Evaluation**

**18.1 Formative Evaluation:** Day-to-day assessment of the interns during their internship posting should be done. The objective is that all the interns must acquire necessary minimum skills required for carrying out day-to-day professional work competently. This can be achieved by maintaining records and performance data book by all interns. This will not only provide a demonstrable evidence; of the processes of training but more importantly, of the interns own acquisition of competencies as



related to performance. It shall form a part of formative evaluation and shall also constitute a component of final grading of interns.

- 18.2 Summative Evaluation:** It shall be based on the observation of the supervisors of different departments and the records and performance data book maintained by the interns. Grading shall be done accordingly.

**19. Rural Services:** In the rural services, the student will have to participate in-

- 19.1** Community Health Monitoring programmes and services which include Preventive, Diagnostic and corrective procedures.
- 19.2** To create educational awareness about dental hygiene and diseases.
- 19.3** Conduction of Oral Health Education Programmes at –
- |   |     |
|---|-----|
| <b>19.3.1</b> School Setting            | – 5 |
| <b>19.3.2</b> community Setting         | – 5 |
| <b>19.3.3</b> Adult Education Programme | - 5 |
- 19.4** compulsory setup of satellite clinics in remote areas – 1
- 19.5** Lectures to create awareness and education in public forums about the harmful effects of tobacco consumption and the predisposition to oral cancer – two Lectures per student.

**20. Period of Postings:**

- |              |  |                     |
|--------------|--|---------------------|
| <b>20.1</b>  | <b>Oral Medicine &amp; Radiology</b>       | <b>- 1 month</b>    |
| <b>20.2</b>  | <b>Oral &amp; Maxillofacial Surgery</b>    | <b>- 1 ½ months</b> |
| <b>20.3</b>  | <b>Prosthodontics</b>                      | <b>- 1 ½ months</b> |
| <b>20.4</b>  | <b>Periodontics</b>                        | <b>- 1 month</b>    |
| <b>20.5</b>  | <b>Conservative Dentistry</b>              | <b>- 1 month</b>    |
| <b>20.6</b>  | <b>Pedodontics</b>                         | <b>- 1 month</b>    |
| <b>20.7</b>  | <b>Oral Pathology and Microbiology</b>     | <b>- 15 days</b>    |
| <b>20.8</b>  | <b>Orthodontics</b>                        | <b>- 1 month</b>    |
| <b>20.9</b>  | <b>Community Dentistry/ Rural Services</b> | <b>- 3 months</b>   |
| <b>20.10</b> | <b>Elective</b>                            | <b>- 15 days</b>    |



**ORDINANCE NO. 116**  
**ORDINANCE PERTAINING TO MASTER OF DENTAL SURGERY (MDS) COURSE**

**1. AIMS:**

1. The Aim of postgraduate training in various specialties is to train M.D.S. student who will-
  - 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
  - 1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.
  - 1.1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
  - 1.1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
  - 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views and to adopt the most rational approach.

**2. OBJECTIVES:**

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him or her for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject and develop competence in research and its methodology as related to the concerned Field. These objectives are to be achieved by the time the candidate completes the course. The objectives may be classified as –

- 2.1 Knowledge (Cognitive domain),
- 2.2 Skills (Psycho motor domain),
- 2.3 Human values, ethical practice and communication abilities.

**2.1 Knowledge:**

- 2.1.1 Demonstrate understanding of basic sciences relevant to specialty.



- 2.1.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.1.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- 2.1.4 Recognize conditions that may be outside the area of specialty/ competence and to refer them to an appropriate specialist.
- 2.1.5 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.1.6 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

## **2.2 Skills:**

- 2.2.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-tests and interpret them to come to a reasonable diagnosis about the condition.
- 2.2.2 Acquire adequate skills and competence in performing various procedures as required in the specialty.

## **2.3 HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATIONABILITIES:**

- 2.3.1 Adopt ethical principles in all aspects of practice.
- 2.3.2 Professional honesty and integrity are to be fostered;
- 2.3.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.3.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.3.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.3.6 Apply high moral and ethical standards while carrying out human or animal research.



- 2.3.7** Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.3.8** Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

**3. INFRASTRUCTURE:**

The Infrastructure like staff, equipment, Instruments, Materials, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

**4. M.D.S. COURSE-BRANCHES:**

Specialities for the M.D.S. Degree

- 4.1** Prosthodontics and Crown & Bridge.
- 4.2** Periodontology.
- 4.3** Oral & Maxillofacial Surgery.
- 4.4** Conservative Dentistry and Endodontics.
- 4.5** Orthodontics & Dentofacial Orthopedics.
- 4.6** Oral & Maxillofacial Pathology and Oral Microbiology.
- 4.7** Public Health Dentistry.
- 4.8** Pedodontics & Preventive Dentistry.
- 4.9** Oral Medicine & Radiology.

**5. ELIGIBILITY FOR ADMISSION:**

- 5.1** A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University/ institute recognised by Dental Council of India and registered with the State dental Council and has obtained provisional/ permanent registration with any State Dental Council on or before 31<sup>st</sup> March of the calendar year of admission and



has undergone compulsory rotatory internship of a year in an approved/ recognised Dental college.

Candidates not possessing a recognized Dental qualification for the above purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course under.

5.2 Provided that in the case of a foreign national, the candidate may, on payment of the prescribed fee to Dental Council of India for registration, obtain temporary registration for the duration of the postgraduate training under AMALTAS UNIVERSITY, DEWAS. He is admitted for the time being exclusively for postgraduate studies.

5.3 Provided further that grant of temporary registration to such foreign national by Dental Council of India shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI.

#### **6. SELECTION OF STUDENTS FOR MDS COURSES:**

Students for MDS course shall be selected strictly on the basis of their academic merit based on-

6.1 The merit as determined by the Common Entrance examination conducted by the designated agency approved by the respective Government authority or NEET or as described by the Statutory Body.

6.2 The minimum percentage of marks for eligibility for admission to postgraduate Dental Courses shall be 50<sup>th</sup> percentile for general category candidates and 45<sup>th</sup> percentile for persons with locomotory disability of lower limbs and 40<sup>th</sup> percentile for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority from time to time.



**7. DURATION OF THE M.D.S. COURSE:**

- 7.1 The MDS Course shall be of three academic years duration as full time study including the period of examination. Provided that a time period required for passing of MDS course shall be a maximum of 6 years from the date of admission in said course or as per University policy.
- 7.2 All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic / laboratory / nursing home/ College while studying postgraduate course.
- 7.3 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.4 The students undergoing postgraduate courses shall be exposed to the following:
- 7.4.1 Regular study of all the aspects as given in syllabus of the speciality as per DCI.
  - 7.4.2 Basics of statistics, to understand and critically evaluate published research papers.
  - 7.4.3 Human values and professional ethics.
  - 7.4.4 Basic understanding of pharmacodynamics.

**8. COMMENCEMENT OF COURSE:**

The academic session shall be commenced from 1<sup>st</sup> of May and the cut-off date for admission, even for stray vacancies, in the Master of Dental Surgery Course shall be 31<sup>st</sup> of May, every year. The Universities and other institutions shall start the admission process in such a way that teaching in post-graduate courses starts by 1<sup>st</sup> May each year for which they shall strictly adhere to the time schedule specified in the Dental Council of India (Establishment of new dental colleges, opening of higher courses of study and increase of admission capacity in existing dental colleges) Regulation, 2006.



**9. TEACHING AND LEARNING ACTIVITIES:**

**9.1** All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by AMALTAS UNIVERSITY, DEWAS.

**9.2 Lecture:** There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lecturers in the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.

**9.3 Journal club:** The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year.

**9.4 Seminars:** The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5-seminar presentation in each year.

**9.5 Symposium:** It is recommended to hold symposium on topics covering multiple disciplines.

**9.6 Clinical postings:** Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.

**9.7 Clinico pathological conference:** The clinico-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.



- 9.8 Interdepartmental meetings:** To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
- 9.9 Teaching skills:** All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.
- 9.10 Continuing dental education programmes:** Each postgraduate department shall organize these programmes on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.
- 9.11 Conferences/ Workshops/ Advanced courses:** The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two scientific posters and two papers at state/ national level speciality and allied conferences/ conventions during their training period.
- 9.12 Rotation & posting in other departments:** To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 9.13 Dissertation:** The AMALTAS UNIVERSITY, DEWAS appreciates the importance of Research activities- for the growth of the profession, Institution and trainee students. The trainees shall prepare a dissertation based on the clinical or experimental work or any other study conducted by them under the supervision of the guide. A model check list, prescribed by DCI, is to be filled by guide/ co guide for evaluation of dissertation presentation and continuous evaluation of dissertation work.
- 9.14 All the students of the speciality departments shall complete the minimum quota for the teaching and learning activities, as follows:-**
- |  |  |
|--|--|
| (a) Journal clubs  | : 5 in a year  |
| (b) Seminars   | : 5 in a year  |
| (c) Clinical Case Presentations  | : 4 in a year  |
| (d) Lectures taken for undergraduates  | : 1 in a year  |
| (e) Scientific Paper/poster Presentations<br>In state/National Level Conferences | : 4 papers/ posters during three<br>years of training period |



- |   |   |   |
|---|---|---|
| (f) Clinico Pathological Conferences    | : | 2 presentations during three years of training period   |
| (g) Scientific Publications (optional)  | : | One publication in any indexed scientific journal within six months from date of commencement of the course |
| (h) Submission of Synopsis              | : | Within six months from date of commencement of the course   |
| (i) Submission of Dissertation:         |   | Within six months before appearing for the university examination   |
| (j) Submission of Library Dissertation: |   | Within eighteen months from the date of commencement of the course  |

**10. MIGRATION:** Under no circumstances, the migration or the transfer of students undergoing postgraduate Degree/Diploma shall be permitted by the university or the authority. No interchange of the specialty in the same institution or in any other institution shall be permitted after the date of the commencement of session.

**11. METHOD OF TRAINING:**

The training of a postgraduate student shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/ her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in Lectures, seminars, group discussions, case demonstration, clinics, journal review meetings, and clinical meetings. Every candidate shall be required to participate in the teaching and training programme of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.



12. **SYLLABUS:** As per DCI regulations notified from time to time.

13. **ATTENDANCE, PROGRESS AND CONDUCT:**

- 13.1 A candidate pursuing MDS degree course should work in the concerned department of the institution as a full time student.
- 13.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 13.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each year as prescribed by the department and not absent himself/herself from work without valid reasons.
- 13.4 Every candidate shall have not less than 80 percent of attendance in each year of the course or as per University Policy. However, candidates should not be absent in one long continuous stretch as the course is a full time one.
- 13.5 Every candidate shall complete from time to time the assignments as prescribed in the curriculum as stated by DCI.

14. **MONITORING PROGRESS OF STUDIES:**

- 14.1 **Work diary / Log Book:** Every candidate shall maintain a work diary and record of his /her participation in the training programme conducted by the department such as journal reviews, seminars, etc. as per the model checklists and logbook prescribed by DCI. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the University practical / clinical examination.
- 14.2 **Periodic tests:** In case of MDS degree courses of three years duration, the concerned departments shall conduct three tests, first at the end of first year and second at the



end of second year and the Third, two months before the University examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department.

- 14.3** In addition to these annual tests the departments may conduct assessment tests periodically to monitor the progress.

**15. DISSERTATION:**

Every candidate shall prepare two Dissertations, one based on Review of Literature (LIBRARY DISSERTATION) and second one based on clinical or research or experimental or any other method of study (MAIN/ RESEARCH).

- 15.1 Library Dissertation:** It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed within 18 months of commencement of course.

**15.2 Main / Research Dissertation-**

- 15.2.1** Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.
- 15.2.2** Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.
- 15.2.3** The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.
- 15.2.4** Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of



the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.

**15.2.5** Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.

**15.2.6** The dissertation should be written under the following headings:

- Introduction.
- Aim & Objectives of study.
- Review of Literature.
- Materials and Methods.
- Results & observations.
- Discussion.
- Conclusion.
- Summary.
- References.
- Tables.
- Annexures.

**15.2.7** The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" x 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution.

**15.2.8** Four copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the University, through the Head of the Institution, six months before final examination on or before the dates notified by the University.

**15.2.9** The dissertation shall be valued by Two external examiners appointed by the University, before the University examination.



- 15.2.10 Approval of dissertation work by two external examiners in writing is an mandatory precondition for a candidate to be eligible to appear in the University examination, provided further that the candidate fulfils other eligibility requirements of attendance, progress and due clearance.
- 15.2.11 If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work.
- 15.2.12 If one examiner does not approve & other approved the dissertation, it should be sent to 3<sup>rd</sup> external valuer & his opinion will be considered as final decision.
- 15.2.13 If both the external examiner do not approve the dissertation. Such candidate should rectify the deficiencies as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, 3 months before commencement of next or subsequent examination.
- 15.2.14 University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical / Practical examination.

#### **16. GUIDE:**

- 16.1 The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and AMALTAS UNIVERSITY, DEWAS, .
- 16.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 16.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time.



- 16.4 HOI/HOD may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution in consultation of University.
- 16.5 Guides and co-guides shall be approved by the AMALTAS UNIVERSITY, DEWAS, .
- 16.6 **CHANGE OF GUIDE:** In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

**17. UNIVERSITY EXAMINATION:**

**Eligibility:** The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.

- 17.1 **Attendance:** Every candidate shall have attendance of 80% in each academic year of the postgraduate course or as per specifications of apex council.
- 17.2 **Progress and conduct:** Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.
- 17.3 **Work diary and Logbook:** Every candidate shall maintain a work diary and logbook, as prescribed by DCI, for recording his / her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution.
- 17.4 **Dissertation:** The approval of Main dissertation by external examiners before appearing for university examination.
- 17.5 **The certification of satisfactory progress by the head of the department and head of the institution shall be based work diary, log book and attendance.**

**18. SCHEME OF UNIVERSITY EXAMINATION:**

- 18.1 **General:** The university examination shall consist of theory, practical and clinical examination and viva-voce and Pedagogy.



**18.1.1 Theory:**

Part-I: Shall consist of one paper.

There shall be a theory examination in the Basic Sciences at the end of 1<sup>st</sup> year of course. The question papers shall be set and evaluated by the concerned Department/Specialty. The candidates shall have to secure a minimum of 50% in the Basic Sciences and shall have to pass the **Part-I** examination at least six months prior to the final (Part-II) examination.

Part-II: Shall consist of three papers, namely-

- Paper I: Concerned specialty.
- Paper II: Concerned specialty.
- Paper III: Essay.

**18.1.2 Practical (Part-II):**

Shall consist of practical examination, namely-

- Practical and Clinical Examination;
- Viva-voce;
- Pedagogy.

**18.1.3** The failed candidates shall appear again in supplementary examination, after six months.

**18.1.4** The main examination shall be held in the month of April each year and supplementary examination shall be held in the month of October each year.

**18.1.5** There shall be a gap of at least six months between the two examinations (Main, supplementary and subsequent examinations).

**18.1.6** The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).

**18.1.7** The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to SIX attempts or a maximum of 5 years from the date of first appearance in the examination only.

**18.1.8** Such students shall apply to the University for Permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.



**18.2 WRITTEN EXAMINATION:**

**Theory: Part I: Basic sciences paper – 100 marks**

**Part II: Paper I, Paper II and Paper III- 300 marks (100 marks for each paper)**

Written examination shall consist of basic sciences (Part I) of three hours duration shall be conducted at the end of first year MDS course. Part II examination shall be conducted at the end of third year MDS course. Examination shall consist of Paper I, Paper II and Paper III, each of three hours duration. Paper I and Paper II shall consist of 2 long answer questions carrying 25 marks each and 5 questions carrying 10 marks each. Paper III will be on essays. In Paper III questions will be given and student has to answer any 2 questions. Each question carries 50 marks. Questions on recent advances may be asked in any or all the papers. Distribution of topics for each paper will be as follows:

**Part I- Theory**

**Paper I: Applied Basic Sciences**

**Part II- Theory**

**Paper I- Concerned speciality**

**Paper II- Concerned speciality**

**Paper III- Essay on any one topic in concerned speciality**

(Choices shall be given for the essay)

\*The topics assigned to the different papers are generally evaluated under those sections. However a strict division of the subject may not be possible and some overlapping of topics is inevitable. Students should be prepared to answer overlapping topics.

**18.3 CLINICAL / PRACTICAL EXAMINATION:** Clinical/ practical examination is designed to test the clinical skill, performance and competence of the candidate in skills such as communication, clinical examination, medical/dental procedures or prescription, exercise prescription, latest techniques, evaluation and interpretation of results so as to undertake independent work as a specialist. The



exam process to ensure that the candidate has been given ample opportunity to perform various clinical procedures.

The practical/ clinical examination in all specialities shall be conducted for six candidates in two days:

Provided that practical/clinical examination may be extended for one day, if it is not complete in two days.

**18.4 VIVA VOCE EXAMINATION:** Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

**18.5 DISTRIBUTION OF MARKS AND TYPES OF QUESTIONS IN WRITTEN PAPERS AT THE UNIVERSITY EXAMINATION: (Total 400 marks)**

**18.5.1 Theory**

Paper-I Applied Basic subjects

There shall be 10 questions of 10 marks each (Total 100 marks)

**18.5.2 Part-II (3 papers of 100 marks each):**

- Paper-I - Two long essay of 25 marks each and five short essay of 10 marks each ( Total of 100 marks).
- Paper-II - Two long essay of 25 marks each and five short essay of 10 marks each (Total of 100 marks).
- Paper-III - Two out of three essay questions (50x2 = 100 marks).

**18.6** All the written papers shall be valued by two examiners for Part I exam and four examiners for Part II exam. Aggregate of average marks in all the written papers shall be computed to determine the result.

**18.7 Criteria for pass certificate:** To pass the university examination, a candidate shall secure in both theory examination and in practical/clinical including viva voce independently with an aggregate of 50% of total marks allotted (50 out of 100 marks in Part I examination and 150 marks out of 300, clinical plus viva voce together). A candidate securing marks below 50 % as mentioned above shall be declared to have failed in the examination.

A candidate who is declared successful in the examination shall be granted a degree of master of dental surgery in the respective speciality.



**19. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**ORDINANCE No. 117****ORDINANCE PERTAINING TO BACHELOR IN PROSTHETICS AND ORTHOTICS (BPO)****1. OBJECTIVES:**

At the end of the BPO Course, the learner shall be able:

- 1.1 To assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.
- 1.2 Be competent to take preventive, supportive, corrective and rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics.
- 1.3 To carry out Evidence Based Practice in prosthetics and orthotics.
- 1.4 Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities
- 1.5 Be familiar with the various National policies and acts related to empowerment of Persons with Disabilities.
- 1.6 Acquire basic management & administrative skills in the areas of materials, financial and human resources related to prosthetics and orthotics
- 1.7 Develop the communication skills to establish effective communication with the stake holders
- 1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research.
- 1.9 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies.

**2. NOMENCLATURE:**

BACHELOR IN PROSTHETICS & ORTHOTICS (B.P.O.)

**3. PROGRAMME STRUCTURE:****FIRST YEAR**

Course Code	Title	Theor y Hrs	Practical Hrs	Tota l Hrs	Marks Theory	Marks Practic al	Total Mark s	Credi t Point s
BPO101	Anatomy	120	40	160	100	--	100	
BPO102	Physiology	90	30	120	100	--	100	
BPO103	Workshop Technology & Material Science	80	20	100	100	--	100	



BPO 104	Applied Mechanics & Strength of Materials	80	20	100	100	---	100	
BPO 105	Biomechanics I	60		60	100	--	100	
BPO 106	Basic Electronics	60	-	60	100		100	
BPO 107 / 151	*Prosthetic Science -I	80	230	310	100	100	200	
BPO 108 / 152	*Orthotic Science -I	80	230	310	100	100	200	
	<b>Total</b>	<b>650</b>	<b>570</b>	<b>1220</b>	<b>800</b>	<b>200</b>	<b>1000</b>	

**SECOND YEAR**

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO201	Pathology	80		80	100	--	100	
BPO202	Orthopaedics, Amputation Surgery & Imaging Science	80	20	100	100	--	100	
BPO203	Community Rehabilitation & Disability Prevention	60		60	100		100	
BPO204	Biomechanics II	70	30	100	100		100	
BPO 205	Psychology & Sociology	60		60	100		100	
BPO206 / 251	*Prosthetic Science-II	80	300	380	100	100	200	
BPO207 / 252	*Orthotic Science-II	80	300	380	100	100	200	
BPO 208	Pharmacology	60		60	100		100	
	<b>Total</b>	<b>570</b>	<b>650</b>	<b>1220</b>	<b>800</b>	<b>200</b>	<b>1000</b>	



**THIRD YEAR**

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO301/ 353	Computer Science & graphical communication	80	120	200	100	100	200	
BPO302	Bio-Mechanics- III	80		80	100	--	100	
BPO303	Assistive Technology	80		80	100	-	100	
BPO304	Research Methodology & Bio Statistics	60	---	60	100	---	100	
BPO305/ 351	*Prosthetic Science-III	80	320	400	100	100	200	
BPO306/ 352	*Orthotic Science-III	80	320	400	100	100	200	
	<b>Total</b>	<b>460</b>	<b>760</b>	<b>1220</b>	<b>600</b>	<b>300</b>	<b>900</b>	

**FOURTH YEAR**

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO401 / 451	*Prosthetics Science-IV	60	160	220	100	100	200	
BPO402 / 452	*Orthotic Science-IV	80	160	240	100	100	200	
BPO403	Management & Administration	80	--	80	100	--	100	



BPO453	*Prosthetics Clinical Practice	--	250	250	-	200	200	
BPO454	*Orthotics Clinical Practice	---	250	250	-	200	200	
BPO455	Project Work**	--	180	180	---	100	100	
	Total	220	1000	1220	300	700	1000	

\*\*Joint projects may also be undertaken.

**Note:-** \*All theory & Practical examinations in the discipline of Prosthetics and Orthotics shall be conducted only by the regular appointed Prosthetic and Orthotic Faculty / Teachers from a teaching institution.

#### 4. **ADEQUACY OF THE SYLLABUS:**

The syllabus prescribed for the B.P.O. is on the basis of minimum requirements and therefore, Institutes implementing the B.P.O. programme can exercise flexibility in opting the number of papers without compromising on the adequacy and validity of the contents prescribed by the RCI.

#### 5. **DURATION OF THE PROGRAMME:**

The duration of the programme is of four and half academic years (inclusive of 6 months of internship), which can be completed in a maximum of 6 years from the date of admission to the programme or as per University Policy.

#### 6. **WORKING DAYS & ATTENDANCE:**

The programme will be conducted for at least 200 working days each year exclusive of the period of examination and admission. The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student clinician is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.

No student will be allowed to appear in the examination unless she/he has attended at least 75% of total number of classes in theory and 80 % in practical or as per University Policy.

100% attendance in internship is compulsory.

#### 7. **ELIGIBILITY FOR ADMISSION:**

7.1 Candidate who has passed 10+2 in science or equivalent with physics, chemistry biology/ mathematics, and English with minimum aggregate 50% marks in PCB/PCMF will be eligible for admission to this course. Relaxation and reservation for SC/ST/OBC/PwD and other categories shall be as per the rules/instructions of the Central Govt /State Govt whichever is applicable.

7.2 Lateral Entry for Diploma in Prosthetics and Orthotics (D.P.O.) holders

✓ Candidates who have passed D.P.O. from a RCI recognized institute shall be



eligible for admission directly in 3rd year i.e., 5th Semester of B.P.O. Programme.

- ✓ Admissions will be on the availability of the seats within sanctioned seats by the Council.
- ✓ In-service candidates may be permitted to undergo internship at their parent organization.
- ✓ Admission process as per University norms.
- ✓ All reservations in admission will apply as per Govt. rules for aided and Govt. institutions. The infrastructure will have to be enhanced as per the seats getting increased under reservation policy.

**8. PROGRAMME PATTERN:**

The programme has been developed on Annual basis.

**9. EXAMINATIONS:**

As per the respective University norms. Minimum passing marks for every subject will be 50% both in theory and practical. Each candidate will be given maximum n+ 2 attempts to clear the examination whether annual or semester.

**10. NATURE OF EVALUATION:**

Internal assessment for theory Courses will not exceed 20% and 25% in the practicum wherever applicable or as per respective University norms. Internal Assessment should be calculated by conducting minimum two class tests, two assignments, examination/practical examination and any other activities implemented by the parent organizations/university. Marks of Internal Assessment should be informed to the Students prior to commencement of university examinations.

**11. TRANSITORY REGULATIONS:**

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations. Candidates not appearing at the examinations or failing in them shall take the examinations subsequently according to the changed syllabus / regulations/as per University norms.

**12. AWARD OF DEGREE:**

After successful completion of all examinations and internship candidate will be awarded with the degree of Bachelor in Prosthetics and Orthotics (B.P.O.). The said degree will be classified in accordance with the affiliating University norms.

**13. CLINICAL PRACTICUM:**

**The student should be able to meet the following learning objectives:**

- ✓ Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing.
- ✓ Formulate an optimal prosthetic and orthotic solution using information from



- ✓ the patient assessment, other members of the health care team, medical charts, etc.
- ✓ Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team.
- ✓ Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system.
- ✓ Identify, prescribe and justify selection of appropriate materials and componentry in the fabrication of the prostheses or orthoses.
- ✓ Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting.
- ✓ Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- ✓ Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trim lines.
- ✓ Identify problems related to device fit and/or alignment and be able to suggest and implement appropriate correction.
- ✓ Assess and solve prosthetic or orthotic problems as part of short and long term patient care.
- ✓ Maintain accurate records of patient treatment and follow up as well as confidentiality of such information.
- ✓ Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- ✓ Educate the patient /client and/or caregiver on use, care and function of the prostheses or orthoses.
- ✓ Understand the methodology of problem identification, problem solving in a process that includes all stake holders, with the patient at the centre.

#### **14. INTERNSHIP**

- 14.1** Internship is compulsory.
- 14.2** Duration: 6 months
- 14.3** Eligibility: Internship will start immediately after the declaration of result of final year/ semester & candidate is declared pass in all four years / eight semesters
- 14.4** Structure and duration of the postings:
  - 14.4.1** The place of postings of the students for internship will be decided by the respective institute conducting the course.
  - 14.4.2** Students should spend minimum of 50% period of internship at parent institute and upto 50% period outside the parent institute like hospital set ups, educational set ups, special clinical facilities. Exposure should be for those areas where limited exposure was provided in the parent institute.
- 14.5** Mode of supervision during internship: Supervision should be provided by a Qualified Prosthetics and Orthotics Professional.



- 14.6 Maintenance of records by students: Every student should maintain records of the number of hours of clinical work in different areas and institutions. This should be certified by the head of the department/organisation/ institution or his/her nominee where the student is undergoing internship.
- 14.7 Extension of internship: Internship shall be extended by the number of days the student remains absent.
- 14.8 Stipend: As per the norms of the parent Institute.
- 14.9 Grading and evaluation of student: Grading and evaluation should be done by the institute where the candidate is doing internship. The student will be required to repeat those postings in which his/her performance is found unsatisfactory.
- 14.10 Certification: The parent institute/affiliating University will award a certificate after successful completion of the internship.
- 14.11 The University shall award the degree certificate only after the successful completion of the internship.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**ORDINANCE No. 118**  
**ORDINANCE PERTAINING TO MASTER IN PROSTHETICS AND ORTHOTICS**  
**(M.P.O.)**

**1. OBJECTIVES:**

**1.1 Patient Care :**At the end of the MPO Course, the candidates shall be able to

- 1.1.1 Assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.
- 1.1.2 Be competent to take preventive, supportive, corrective and rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics.
- 1.1.3 To carry out Evidence Based Practice in prosthetics and orthotics
- 1.1.4 Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities
- 1.1.5 Be familiar with the various National policies and Acts related to Persons with Disabilities.
- 1.1.6 Acquire basic management & administrative skills in the areas of materials, financial and human resources related to prosthetics and orthotics
- 1.1.7 Develop the communication skills to establish effective communication with the stakeholders
- 1.1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research.
- 1.1.9 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies.

**1.2 Research:** The candidate should be able to

- 1.2.1 Recognize a research problem.
- 1.2.2 State the objectives in terms of what is expected to be achieved in the end.
- 1.2.3 Plan a rational approach with full awareness of the statistical Validity.
- 1.2.4 Spell out the methodology and carry out most of the technical procedures required for the study.
- 1.2.5 Accurately and objectively record on systematic lines the results and observations made.
- 1.2.6 Analyze the data using appropriate statistical approach.
- 1.2.7 Interpret the observations in the light of existing knowledge and highlight in what ways the study has advanced existing knowledge on the subject and what remains to be done.



- 1.2.8 Draw conclusions which should be reached by logical deduction and he/she should be able to assess evidence both as to its reliability and its relevance.
    - 1.2.9 Write a thesis in accordance with the prescribed instructions.
    - 1.2.10 Be familiar with the ethical aspects of research.
  - 1.3 **Teaching:** He/she should be able to plan educational programs in Prosthetics and Orthotics in association with his senior colleagues and be familiar with the modern methods of teaching and evaluation  
The candidate should be able to:-
    - 1.3.1 Deliver lectures to under-graduates and hold clinical demonstrations for them.
    - 1.3.2 Write and discuss a seminar or a symposium and critically discuss it with his colleagues and juniors.
    - 1.3.3 Methodically summarize internationally published articles according to prescribed instructions and critically evaluate and discuss each selected article.
    - 1.3.4 Present cases at clinical conference, discuss them with his colleagues and guide his juniors in groups in evaluation and discussion of these cases.
2. **NOMENCLATURE:**  
Master of Prosthetics&orthotics(MPO)
3. **ADMISSIONCRITERIA:**  
BPO/B.Sc.(P&O)degree or equivalent from any recognized University in India with minimum 50%marks.
4. **MEDIUM OF INSTRUCTION:**  
The medium of examination shall be English.
5. **DURATION OF THE COURSE:**  
Two academic years.
6. **COURSE WORK:**  
Student to pursue the course as given in the enclosed course curriculum
7. **AWARD OF DEGREE:**  
The respective University on successful completion of the requirements will award the degree.
8. **CRITERIA OF PASSING:**  
As per AMALTAS UNIVERSITY, DEWAS rules.



**9. ATTENDANCE:**

Each year shall be taken as a unit for purpose of calculating attendance and a student shall be considered to have put in required attendance for the year, if he/she has attended not less than 80% of the number of working periods (lectures, seminars) and 90% of clinics during each year. Failure to put in/meet the required attendance by any student render him / her disqualified to appear in the university examination. The candidate who will not be able to take the examination for want of attendance will be declared as Failed and will have to repeat the exam subsequently by putting in required attendance. Shortage of attendance can be condoned in genuine cases of absenteeism as per University Policy.

**10. APPEARANCE FOR THE EXAMINATION:**

A candidate shall apply for all papers of a year when he/she appears for the examination of that year for the first time.

**11. SCHEME OF EXAMINATION:**

As per AMALTAS UNIVERSITY, DEWA rules.

**12. DISSERTATION:**

In the first year the students have to prepare the Research proposal (Synopsis) and present the same in the Seminar/Ethics committee for approval at the end of the first year.

In the 2<sup>nd</sup> year, student will work on a selected topic of dissertation prepared under supervision and guidance of recognized faculty and will submit the same at the end of the year. This shall be assessed by one internal and one external examiners for 100 marks in which event the average of marks assigned by both the examiner shall be awarded to the candidate or it shall be assessed as accepted or as rejected with no marks carried there of as per concerned University norms. In the event of discrepancy between internal & external examiners the dissertation will be referred to a third examiner and his/her verdict on the same will be taken as final. The candidates shall submit four copies of dissertation before the commencement of the theory examination of that year. Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final year examination.

**13. SCHEME OF INSTRUCTION:**

- 13.1 There shall be a University examination at the end of each year. The duration of the theory exam is 3 hours.
- 13.2 Every theory question paper shall ordinarily consist of five questions with one question for each unit, subject to the concerned universities regulation.
- 13.3 In case of theory papers the continuous evaluation (IA) will be for 20 marks. This covers a maximum of 5 marks for attendance & 15 marks for tests, seminars, assignments etc or as per University norms.



- 13.4 For clinical practicum, continuous evaluation (IA) will be based on performance of the candidate during the year. Examination for clinical practicum will be held along with theory papers by the university.
  - 13.5 The concerned department shall notify in the first week of each year, scheme of continuous evaluation (IA) for theory&practical or as per University norms.
  - 13.6 Atleast one week prior to the last working day ,continuous evaluation(IA)marks secured by the candidates shall be displayed on the notice board.
  - 13.7 In case of repeat test/seminar to candidates who absented themselves, matter may be dealt as per University norms.
  - 13.8 The statement of continuous evaluation (IA) shall be sent to the Registrar (Evaluation) for both theory and clinical practicum at least one week prior to the commencement of the particular year examination.
- 14. PRACTICAL'S:**  
At the end of 1<sup>st</sup> and 2<sup>nd</sup> years internal viva voice exam will be carried out for award of internal assessment for clinical work performed throughout the year.
- 15. BOARD OF EXAMINERS,VALUATION:**
- 15.1 ThereshallbeaBoardofExaminersforscrutinizingandapprovingthequestion papers and scheme of valuation or as per University rules.
  - 15.2 The examiners for scrutinizing and approving the question papers and scheme of valuation shall be from outside the institution/university or as per University rules.
  - 15.3 Double valuation for the theory; dissertation and the average of the marks awardedbytheinternalandexternalexaminersshallbetakenasthefinalaward or as per Universityrules.
  - 15.4 In case of 20% or more deviation in the marks awarded by the internal and the externalvaluer,thescrptsshallbereferredtothethirdvaluerandhisevaluation will be final or as per Universityrules.
  - 15.5 GracemarkstothecandidatewillbeawardedbasedonUniversityPolicy.
- 16. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**  
As per rules of the respective universities. Announcement of result, classes and ranks for the course as a whole will be as per the concerned university regulations.
- 17. PROVISION FORREPEATERS:**  
The provision will be as per the concerned university regulations.
- 18. MISCELLANEOUS:**  
AnyotherissuenotenvisagedaboveshallberesolvedbyRCI/theViceChancellor in consultation with the appropriate body of the University which shall be final and binding.



**19. CLINICAL PRACTICUM-** The student should be able to meet the following learning objectives:

- 19.1 Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing.
- 19.2 Formulate an optimal prosthetic and orthotic solution using information from the patient assessment, other members of the health care team, medical charts, etc.
- 19.3 Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team.
- 19.4 Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system.
- 19.5 Identify, prescribe and justify selection of appropriate materials and components in the fabrication of the prostheses or orthoses.
- 19.6 Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting.
- 19.7 Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- 19.8 Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trimlines.
- 19.9 Identify problems related to device fit and/or alignment and be able to suggest and implement appropriate correction.
- 19.10 Assess and solve prosthetic or orthotic problems as part of long term patient care.
- 19.11 Maintain accurate records of patient treatment and follow up as well as confidentiality of such information.
- 19.12 Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- 19.13 Educate the patient / client and/or caregiver on use, care and function of the prostheses or orthoses,
- 19.14 Understand the methodology of problem identification, problem solving in a process that includes all stakeholders, with the patient at the centre.

MPO-1<sup>st</sup> Year

COURSE CODE	TITLE	THEORY HRS	PRACTICAL	TOTAL HRS	MARKS THEORY	MARKS PRACTICAL	TOTAL MARKS	CREDIT POINTS
MPO101	Advance Lower & Clinical Gait	60	350	410	100	100	200	



	Analysis							
<b>MPO10 2</b>	Advanced Lower Extremity Prosthetics & Biostatistics	60	350	410	100	100	200	
<b>MPO10 3</b>	Research Methodolo gy & Biostatistics	60	---	60	100	---	100	
<b>MPO10 4</b>	Mechatroni cs	60	---	60	100	---	100	
<b>MPO10 5</b>	Applied Biomechani cs & Kinesiology	60						
	Dissertatio n		220	220	---	---	---	
	<b>Total</b>	<b>300</b>	<b>920</b>	<b>1220</b>	<b>500</b>	<b>200</b>	<b>700</b>	

Note:1 Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per candidate is mandatory.

2. There will no examination for dissertation in first year. The candidate will make research proposal as per the guidance of supervisor and get it approved by Research Review and Ethical Committee.

#### MPO-2<sup>nd</sup> Year

<b>COURS E CODE</b>	<b>TITLE</b>	<b>THEOT Y HRS</b>	<b>PRACTIC AL</b>	<b>TOTA L HRS</b>	<b>MARK S THEOR Y</b>	<b>MARKS PRACTIC AL</b>	<b>TOTAL MARK S</b>	<b>CREDI T POIN TS</b>
<b>MPO20 1</b>	Advanced Upper Extremity Prosthetics	600	200	260	100	100	200	
<b>MPO20 2</b>	Advanced Upper Extremity Orthotics	60	160	220	100	100	200	
<b>MPO20 3</b>	Advance Spinal Orthotics	60	200	260	100	100	200	



<b>MPO20 4</b>	Pedagogy in P&O Education & Administra tion, Managem ent & Ethical Issues	80	---	80	100	---	100	
<b>MPO20 5</b>	Dissertatio n		400	400	---	200	200	
	<b>Total</b>	<b>260</b>	<b>980</b>	<b>1220</b>	<b>400</b>	<b>500</b>	<b>900</b>	

**Note:** Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per Candidate is mandatory.

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**Ordinance No. 119**  
**BACHELOR OF VOCATIONAL STUDIES (B.VOC.)**  
(3-Year Program)

**1. NAME OF PROGRAM & APPLICABILITY**

- 1.1 3- Year Bachelor of Vocational Education (B.Voc.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 1.2 Name of Faculty Board of Studies is School of Vocational Studies and the Department shall be Department of Vocational Studies.
- 1.3 The degree will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.

**2. ELIGIBILITY FOR ADMISSION**

- 2.1 The minimum qualification for admission shall be 10+2 pass from a recognized Board (PCM is compulsory for Engineering courses, and stream for Non-Engineering Courses).
- 2.2 Candidate who has qualified Certificate Level 4 from any Recognized Technical/Skill/Vocational board is also eligible for admission to relevant B.Voc. course.
- 2.3 Not with standing anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Board of Management and the Academic Council from time to time, in accordance with the concerned regulatory authority/University.
- 2.4 Admission shall be according to the criteria made by the Admission Committee and the concerned regulatory authority.

**3. CRITERIA FOR SELECTION:**

Admission shall take place on the criteria of Regulatory body Norms/University from time to time

**4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. COMMENCEMENT AND DURATION**

- 5.1 Scheduled period for the completion of B.Voc. Program is 3 years.



5.2 Maximum duration of Program completion is 6 years or as per University Policy.

5.3 Each Academic year shall comprise of 2 semesters each.

5.4 The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

5.5 Each semester shall be spread over not less than 90 teaching days.

5.6 Ten day vacation as semester break shall be granted to the students between two semesters.

#### **6. MEDIUM OF INSTRUCTION**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

#### **7. ATTENDANCE**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester or as per University policy.

#### **8. EXAMINATIONS:**

8.1 Internal Assessment shall be based on class work/assignments/attendance.

8.2 Mid Sem or Half yearly examination : One half yearly exam in case of yearly exam and two mid semester examinations shall be conducted in each semester and Internal assessment marks of the best of two will be considered for the final result of that semester.

8.3 University Examination shall be conducted as per Ordinance No. 04.

#### **9. ASSESSMENT SYSTEM**

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per regulatory authority guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

#### **10. DEGREE/GRADE SHEET**

10.1 Student shall be declared eligible for the award of the three year Degree, if he/she fulfills all requirements set by Regulatory Authority.

10.2 Students shall be eligible for award of Degree subject to passing the program and all courses within the stipulated time period.

#### **11. GENERAL INSTRUCTIONS**

11.1 Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance and other general ordinances.

11.2 The subject to be studied in the different semesters includes industrial training, projects, etc. shall be as per the University schemes, approved by Board of Studies



and the board of Management of the University and in accordance with the norms of concerned regulatory authority.

- 11.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned Department. The decision of the Vice-Chancellor shall be final.
- 11.4 The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

**Ordinance No. 120**  
**MASTER OF VOCATIONAL STUDIES (M.VOC.)**  
 (2-Year Program)

**1. NAME OF PROGRAM & APPLICABILITY**

1.1 2- Year Master of Vocational Education (M.Voc.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.

1.2 Name of Faculty/ Board of Studies Vocational Studies and the Department shall be Department of Vocational Studies.

**2. ELIGIBILITY FOR ADMISSION:**

2.1 Candidates possessing following minimum qualification shall be eligible for admission:  
 B.VOC/Graduate in any discipline from any recognized University, with minimum marks as prescribed by concerned regulatory authority/University.

2.2 Not with standing anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Board of management and the Academic Council from time to time, in accordance with the concerned regulatory authority.

2.3 Admission shall be according to the criteria made by the Admission Committee and the concerned regulatory authority/University.

**3. CRITERIA FOR SELECTION:**

Admission shall take place on the criteria of Regulatory body Norms/University from time to time.

**4. INTAKE & FEES:**

4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. COMMENCEMENT AND DURATION:**

5.1 Scheduled period for the completion of M.VOC. Program is 2 years.

5.2 Maximum duration of Program completion is 4 years or as per University Policy.

5.3 Each Academic year shall comprise of 2 semesters each.

5.4 The Programs shall generally commence in July/August every year. Barring exceptional circumstances.



5.5 Each semester shall be spread over not less than 90 teaching days.

5.6 Ten day vacation as semester break shall be granted to the students between two semesters.

**6. MEDIUM OF INSTRUCTION:**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**7. ATTENDANCE:**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester or as per University policy.

**8. Examinations**

8.1 Internal Assessment shall be based on class work/assignments/attendance.

8.2 Mid. Sem. or Half yearly examination: One half yearly exam in case of yearly exam and two mid semester examinations shall be conducted in each semester and marks of the best of two will be considered for the final result of that semester.

8.3 University Examination shall be conducted as per Ordinance No. 04

**9. ASSESSMENT SYSTEM:**

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per regulatory authority guidelines, taking into consideration, the recommendations of the concerned statutory professional council or as per university examination guidelines.

**10. DEGREE/GRADE SHEET**

10.1 Student shall be declared eligible for the award of the three year Degree, if he/she fulfills all requirements set by Regulatory Authority.

10.2 Students shall be eligible for award of Degree subject to passing the program and all courses within the stipulated time period.

**11. GENERAL INSTRUCTIONS**

11.1 Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance and other general ordinances.

11.2 The subject to be studied in the different semesters includes industrial training, projects, etc. shall be as per the University schemes, approved by Board of Studies and the board of Management of the University and in accordance with the norms of concerned regulatory authority.

11.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned Department. The decision of the Vice-Chancellor shall be final.

The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



भोपाल दिनांक 11 सितम्बर 2023

क्र. आर-96-सीसी-23-अउलीस - मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, आर्यावर्त निजी विश्वविद्यालय, सीहोर के प्रथम अध्यादेश क्रमांक 1 से 115 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है, संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

### प्रथम अध्यादेश क्रमांक 1 से 115

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

## ARYAVART UNIVERSITY, SEHORE ORDINANCE NO. - 01 DEFINITIONS

**Definitions in these ordinances unless the context otherwise requires:**

- 1.1 "A Regular Course of Study" means the course of study running in the University as full time or campus-based study, and in this regard at least 75% attendance is necessary for all the students studying in the University for all the parts of study, i.e. Lectures, Tutorials, Practical as well as quiz, Assignments etc. with the relevant condition of Exemptions as mentioned in the Regulation for this purpose.
- 1.2 "Academic Council" means the Academic Council of the University.
- 1.3 "Act" means Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- 1.4 "Board of Management" means the Board of Management of the University.
- 1.5 "Board of Studies" means the Board of Studies of the University.
- 1.6 "Branches of Study", means the area of the specialization of the study of any of the programmes or any respective Faculty.
- 1.7 "Certificate Programmes", means the Certificate in the relevant sphere of knowledge of the respective Department / Faculty / Institute/School of the University.
- 1.8 "Chancellor" means the Chancellor of the University;
- 1.9 "Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer of the University
- 1.10 "College" means the College of the University.
- 1.11 "Commission" means the Regulatory Commission established under Section 36 of the Act.
- 1.12 "Controller of Examinations" means the Controller of Examinations of the University
- 1.13 "Dean" means the Dean appointed by the University.
- 1.14 "Degree / Diploma / Certificate" means a Degree / Diploma / Certificate or any other academic Distinction / titles awarded by the University.
- 1.15 "Department" means a Department of Studies of the University.



- 1.16 "Detained Candidate", means the candidate who has taken admission in the University as a regular student but has not been permitted to appear in the examination due to a shortfall in attendance, indiscipline or for any other reason.
- 1.17 "Director" means the Director appointed by the University.
- 1.18 "Doctoral Programme", means the Doctorate / Research Programme in the relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University
- 1.19 "Examination Hall", means the examination place, room, or location, where students have to appear for the respective examination.
- 1.20 "Examination Pattern", means the system of the examination of the University which is being followed by the University.
- 1.21 "Ex-student Candidate" means the candidate who has taken admission in the University as regular student and was not able to appear in the examination in the then admission year or declared failed in the examination of the admission year or the subsequent examination or detained due to shortfall of attendance, indiscipline or by any other reason and seeks permission to appear in the examination in the next academic year.
- 1.22 "External Examiner", means the examiner from other Universities / Institutions.
- 1.23 "Fee" means the collection made by the University from the students.
- 1.24 "Governing Body" means the Governing Body of the University.
- 1.25 "Higher Education" means the study of Curriculum or Course Knowledge beyond 10+2 levels or HSSC or equivalent.
- 1.26 "Institute/Institution" means an Institute/Institution of Studies of the University.
- 1.27 "Internal Examiner", means the examiner from the University Teaching Department.
- 1.28 "Invigilator" means the teacher or person who has been assigned duty in the particular Examination Hall.
- 1.29 "Mode of Study", means the various ways of studying in the University including Full time, Part time, sequential, by Research, e-Learning, Interactive, Face-to Face, Workshop, Through Webinar, or any higher innovative technological modes adopted by the University.
- 1.30 "Ordinances" means the First Ordinance & subsequent ordinance of Aryavart University, Sehore (M.P.)
- 1.31 "PG Certificate Programmes" means the Post Graduate Certificate in relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.



- 1.32 "Post Graduate Programmes", means the Master's Degree in the relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University
- 1.33 "Post-Doctoral Programme", means the Post Doctorate / Research Programmes in the relevant sphere of knowledge of the respective Department / Faculty / Institute/School of the University.
- 1.34 "Pro-Chancellor" means the Pro-Chancellor of the University;
- 1.35 "Registrar" means the Registrar of the University.
- 1.36 "Regular Candidate" means the candidate who is studying in full time course running in the University in the respective academic year, and seeks permission to appearing in examination of the University as such.
- 1.37 "School" means a School of Studies of the University.
- 1.38 "Section", "Sub-Section", "Item" respectively, means Section of the Act / Statutes / Ordinances / Regulations, Subsection of the "Section" and Item of the "Section" or "Sub-Section" of the above said Act / Statutes / Ordinances / Regulation.
- 1.39 "Sponsoring Body" means the Sponsoring Body of the University.
- 1.40 "State" means the State of Madhya Pradesh.
- 1.41 "Student" means the person enrolled in the University for pursuing a course of study for the award of a Degree, Diploma Certificate or other academic Distinction.
- 1.42 "Teacher" means a Professor, Associate Professor, Assistant Professor, Lecturer, Professor Emeritus or Teaching Associates or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students pursuing a course of study at the University.
- 1.43 "Undergraduate Programmes", means the Bachelor's Degree programmes in the Relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.
- 1.44 "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956 (No.3 of 1956).
- 1.45 "University" means Aryavart University, Sehore (M.P.) incorporated under the Act.
- 1.46 "Vice-Chancellor" means the Vice-Chancellor of the University.
- 1.47 "Visitor" means His Excellency the Governor of M.P. as defined in Section 15 of the Act.
- 1.48 "Words and Expression" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act.
- 1.49 "Course Teacher", means the teacher of the University who has been assigned a responsibility to teach the respective course in the respective semester or academic year.
- 1.50 "Diploma Programmes" means in Diploma Courses the relevant sphere of knowledge of the respective Department / Faculty / Institute/ School of the University.
- 1.51 "Duration of Course", means the whole tenure of the particular course (grace period of the course is not included in the tenure).
- 1.52 "Regulation" means the regulation of the University made under the provisions of the Act.
- 1.53 "Regulatory Council" means the Relevant Councils as stated in the Act.
- 1.54 "AU", means Aryavart University, Sehore (M.P.)
- 1.55 "Statutes" mean the Statutes of the University made under the provisions of the Act.



## ORDINANCE NO. 02

### FACULTIES AND DEPARTMENTS

This Ordinance describes the faculties, departments, name of courses/subjects/specializations offered by the University.

These ordinances may be called the first ordinances of **Aryavart University, Sehore M.P.** They shall come into force on such date as the Governing Body may, appoint thereof. The university shall have the following Faculties mention in column (1), Departments/ School as mentioned in column (2) and name of courses/subjects/specializations as offered in column (3). Two or more faculties/schools of study may be grouped together to make one Faculty/School and / or new faculty / school may be constituted, from the existing ones and / or new faculties / schools / areas of study may be formed on the recommendation of the Academic Council, as and when required.

#### List of Faculties and Institute/Department/School

SN	Faculties	Institute / Department / School	Name of Course / Subject / Specializations Offered
01	Faculty of Engineering & Technology	School of Civil Engineering	<p>Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree - B.Tech. (Full Time/Part Time), Post Graduate Degree - M.Tech. (Full Time/Part Time), Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <ul style="list-style-type: none"> <li>• Civil Engineering.</li> <li>• Environment Engineering.</li> <li>• Water Resources.</li> <li>• Structural Engineering.</li> <li>• CTM ( Construction Technology Management)</li> </ul>



		<b>School of Mechanical Engineering</b>	<p>Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree - B.Tech. (Full Time/Part Time), Post Graduate Degree - M.Tech. (Full Time/Part Time), Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <ul style="list-style-type: none"> <li>• Mechanical Engineering.</li> <li>• Automobile Engineering.</li> <li>• Production Engineering.</li> <li>• Industrial Engineering.</li> <li>• Mechatronics Engineering.</li> <li>• Thermal Engineering.</li> <li>• Aeronautical Engineering.</li> <li>• Marine Engineering.</li> <li>• Drone Technology.</li> </ul>
		<b>School of Electrical Engineering</b>	<p>Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree - B.Tech. (Full Time/Part Time), Post Graduate Degree - M.Tech. (Full Time/Part Time), Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <ul style="list-style-type: none"> <li>• Electrical Engineering.</li> <li>• Electrical &amp; Electronics Engineering.</li> <li>• Power System.</li> </ul>
		<b>School of Electronics Engineering</b>	<p>Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree - B.Tech. (Full Time/Part Time), Post Graduate Degree -</p>



			<p>M.Tech. (Full Time/Part Time), Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <ul style="list-style-type: none"> <li>• Electronics Engineering.</li> <li>• Electronics and Communication Engineering.</li> <li>• Electronics &amp; Instrumentation Engineering.</li> <li>• Medical Electronics.</li> <li>• VLSI-Design.</li> <li>• Bio-Medical Engineering.</li> <li>• Digital Communication.</li> </ul>
		School of Computer Science Engineering	<p>Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree - B.Tech. (Full Time/Part Time), Post Graduate Degree - M.Tech. (Full Time/Part Time), Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <ul style="list-style-type: none"> <li>• Computer Science &amp; Engineering.</li> <li>• Information Technology.</li> </ul>
		School of Agricultural & Food Engineering	<p>Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree - B.Tech. (Full Time/Part Time), B.Sc.(Hons), Post Graduate Degree - M.Tech. (Full Time/Part Time), M.Sc., Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration</p>



			<p>of two or more subject areas or new allied areas will be included, as required from time to time.</p> <ul style="list-style-type: none"> <li>• Food Engineering.</li> <li>• Agricultural Engineering.</li> <li>• Farm Machinery and Power.</li> <li>• Soil &amp; Water Conservation Engineering.</li> <li>• Irrigation &amp; Drainage Engineering.</li> </ul>
02	Faculty of Architecture, Planning and Design	School of Architecture	<p><b>Diploma, Under Graduate Degree - B.Arch., Post Graduate Degree - M.Arch., Ph. D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Advanced Architecture, Advanced Design, Architectural and Construction Project Management, Architectural Conservation, Architectural Design, Architecture and Settlement Conservation, Architecture Education &amp; Building Management, Built Heritage, City Design, Computer Application, Construction Management, Energy Efficient and Sustainable Architecture, Environmental Architecture, Habitat Design, Housing, Interior Architecture, Interior Design, Landscape Architecture, Project Management, Real Estate Development, Sustainable Architecture, Theory and Design, Urban Conservation, Urban Design, Urban Design and Development.</p>
		School of Planning	<p><b>Diploma (Full Time/Part Time), Under Graduate Degree - B.Plan., Post Graduate Degree - M.Plan., Integrated Course, Dual Degree, Ph.D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p>



			City and Regional Planning and Management, City Planning, City Planning and Management, Community Planning, Conservation Planning, Environmental Planning, Environmental Planning and Management, Housing, Industrial Area Planning and Management, Infrastructure Planning, Infrastructure Planning and Management, Land-Use Planning, Regional and Rural Development Planning, Regional Planning, Rural Planning and Development, Rural Planning and Management, Town and Country Planning, Town Planning, Transport Planning and Management, Transportation Planning, Urban and Regional Planning, Urban and Rural Planning, Urban Design, Urban Development, Urban Planning.
		School of Design	<p>Diploma, Post Graduate Diploma, Bachelor of Design - B.Des., Bachelor of Fashion Technology - B.FTech., B.Sc., Master of Design - M.Des., Master of Fashion Technology - M.FTech., M.Sc., Integrated Course, Dual Degree, Ph.D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Fashion Design, Leather Design, Interior Design, Textile Design, Product Design, Accessory Design, Graphic Design, Animation, Game Design, Fashion Communication, Apparel Production, Footwear Design &amp; Production, Leather Goods &amp; Accessories Design, Game Design.</p>
03	Faculty of Basic & Applied Science	School of Science	Certificate, Diploma, Post Graduate Diploma, Under Graduate Degree - B.Sc., Bachelor of Science Honours (B.Sc. Hons), B.H.Sc., Post Graduate Degree - (M.Sc.), Ph. D.



		<p>Following major subject areas/ specializations wil. be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Physics, Applied Physics, Chemistry, Applied Chemistry, Mathematics, Applied Mathematics, Micro Biology, Bio-Technology, Bio-Science, Bio Chemistry, Zoology, Botany, Statistics, Environmental Science &amp; limnology, Geology, Bio Informatics, Industrial Micro Biology, Food Science, Food technology, Dairy Science, Dairy Technology, Food Processing, Food Packaging, Nutrition, Seed Technology, Yogic Sciences, Multimedia, Pharma Chemistry, Drug Discovery, Chemical Science, Computers &amp; Data Analytics, Earth Science, Electronic Media, Neuroscience, , Cyber Law, Cyber Security, Police Science, Home Science, Forensic Science, Cyber Forensic, Computer Forensics, Forensic Toxicology, Forensic Ballistics, Forensic Biology, Forensic Chemistry, Forensic Psychology, Forensic Entomology, Forensic Serology, Financial Forensic Audit, Design Communication, Print Making, Visual Arts, Film Making, Computer Graphics, Animation, VFX and Film Making, Photography, Fashion Design, Fashion Technology, Interior Design, Textile Design, Apparel Design and Fabrication Technology, Apparel Design and Fashion Technology, Art for Drawing Teacher, Beauty and Hair Dressing, Beauty Culture, Beauty Culture and Cosmetology, Commercial Art, Commercial Practice, Commercial Practice (KAN and ENG), Cosmetology, Costume Design and Dress Making, Costume Design and Garment Technology, Craft Technology, Fashion and Apparel Design, Fashion Design and Garment Technology, Fine Arts, Garment Technology, Home Science, Interior Decoration, Travel and Tourism. Accessory Design, Animation, Applied</p>
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			<p>Arts and Crafts (Fashion and Apparel Design), AR and CR for Films, Audiography, Cinematography, Commercial Art, Digital Imaging, Film and Media, Film and Television, Film Direction, Film Editing, Fine Art (Sculpture), Fine Art (Animation), Fine Art (Ceramics), Fine Art (Metal Craft), Fine Art (Photography), Gaming Technology, Media Production Management, Product Design, Screen Acting, Script Writing, Sound Recording and Sound Design, Television, Visual Effects, Virtual Production. Advertisement and Public Relation, Applied Art (Visual Communication Design), Applied Art (Communication Design), Applied Art (Illustration), Customer Service Management, Direction, Electronic Cinematography, Feature Film Screenplay Writing, Film Archiving, Film Studies, Painting Mural, Sound Recording and Television Engineering, Video Editing, Visual Communication and Communication Design, Medical Lab Technician (MLT), O.T. Technology, Cardiac Care Technology, Perfusion Technology, Neuro Science Technology, Renal Dialysis Technology, Respiratory Care Technology, Anaesthesia Technology, Imaging Technology, Radiotherapy Technology.</p>
		<p><b>School of Computer Sciences &amp; Applications</b></p>	<p><b>Certificate, Diploma In Computer Application (DCA), Post Graduate Diploma In Computer Application (PGDCA), Under Graduate Degree – Bachelor In Computer Application (BCA), B.Sc. Computer Science, B.Sc. Information Technology, BAM, M.Sc. Computer Science, M.Sc. Information Technology, Master in Computer Application – MCA (Full Time/ Part Time/ Integrated/ Dual Degree), MAM, Ph. D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration</p>



			<p>of two or more subject areas or new allied areas will be included, as required from time to time</p> <p>Computer Application, Computer Science, Information Technology, Web Technology, Computer Data Analytics, Cyber Security, Animation &amp; Multimedia, Graphics Design, Automation, Networking, Information Security, E-commerce, Artificial Intelligence, Satellites and Mobile communication.</p>
		<b>School of Agricultural Science</b>	<p><b>Certificate, Diploma, Post Graduate Diploma, Under Graduate Degree – Bachelor of Science Honours (B.Sc. Hons) in Agriculture, Post Graduate Degree – (M.Sc.), Ph. D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Agriculture, Crop Science (Agronomy), Agronomy, Agriculture Economics, Horticulture, Entomology, Agriculture Extension &amp; Communication, Plant Breeding &amp; Genetics, Plant Pathology, Plant Psychology, Soil Science, Seed Science &amp; Technology, Agriculture Biotechnology, Agriculture Engineering, Floriculture, Food Science, Irrigation Technology, Post-Harvest Technology, Irrigation Technology, Sericulture, Nursery Technology, Forestry, Agri Business, Medicinal Agriculture</p>
04	<b>Faculty of Commerce &amp; Management Studies</b>	<b>School of Commerce</b>	<p><b>Certificate, Diploma, Post Graduate Diploma, Bachelor of Commerce – B.Com., Bachelor of Commerce Honours (B.Com. Hons), B.Com-Computer Application, Master of Commerce – (M.Com.), Ph. D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration</p>



			<p>of two or more subject areas or new allied areas will be included, as required from time to time</p> <p>Accounting &amp; Finance, Banking &amp; Finance, Accounting &amp; Taxation, Business Administration, Applied Economics, E-commerce, Financial accounting, Banking &amp; Insurance, Human Resources, Entrepreneurship, Accounting &amp; Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Computer Application, Law, Operations Management, Foreign Trade.</p>
		<b>School of Management Studies</b>	<p><b>Certificate, Diploma, Post Graduate Diploma (Full Time/Part Time/Executive), Under Graduate Degree – B.B.A., BBA(Hons), Post Graduate Degree – M.B.A. (Full Time/Part Time/Executive), Integrated Course, Dual Degree, Ph. D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Commercial and Computer Practice, Modern Office Management, Modern Office Management and Secretarial Practices, Modern Office Practice, Stenography and Secretariat Practice, Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management (PGDBM), Communications, Consultancy Management, Corporate Social Responsibility,</p>



			<p>Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management (MFM), Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management,</p> <p>International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management(PGDM), Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail &amp; Fashion Merchandise, Retail Management, Rural Management,</p>
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			Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Agri-Business Management, Water Sports Management, Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship.
		<b>School of Hotel Management and Catering Technology</b>	<p><b>Certificate, Diploma (Full Time/Part Time), Post Graduate Diploma (Full Time/Part Time), Under Graduate Degree – BHMCT (Full Time/Part Time), B.Sc., Post Graduate Degree – MHMCT, (Full Time/Part Time), M.Sc., Integrated Course, Dual Degree, Ph. D.</b></p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Food Production, Food &amp; Beverage Service, Bakery &amp; Confectionery, Front Office Operation, Housekeeping Operation, Food Technology, Hospitality and Tourism Administration, Hotel Management, Hotel Management and Catering Technology, Travel and Tourism, Dietetics &amp; Hospital Food Service, Accommodation Operations &amp; Management, Culinary Arts, Hospitality and Hotel Administration, Hotel Management, Food and Beverage Management, Hospitality Administration.</p>
05	<b>Faculty of Arts, Humanities &amp; Social Science</b>	<b>School of Arts, Humanities &amp; Social Science</b>	<b>Certificate, Diploma, Post Graduate Diploma, Bachelor of Art – B.A., Bachelor of Art Honours (B.A. Hons), Master of Art – (M.A.), BPA , MPA, B.Music, M.Muslc, B.Dance,</b>



			<p>M.Dance, BFA, MFA, DSW, PGDSW, BSW, MSW, Ph. D.</p> <p>Following major subject areas/ specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>History, Sociology, Psychology, Philosophy, Geography, Political Science, Economics, Applied Economics, Public Administration, Hindi, English, Sanskrit, Home Science, Education, Physical Education, Maths, Statistics, Computer Application, Management, Commerce, Social Work, Rural Development, Criminology, Journalism, Mass Communication, Entrepreneurship, Operation Research, Public Relations &amp; Advertising, Public Health, Government &amp; Politics, Yoga, Yogic Science, Market Research, Public Policies, Social Work, History &amp; culture, Military Science, Music, Dance, Theatre, Drawing &amp; Painting, Sculpture, Applied Arts, Graphic Design, Visual Arts and Design, Sketching, Art History, Social work, Public Health, Rural Development, Anthropology, Public Administration, Social Research, Sociology.</p>
		<b>School of Journalism &amp; Mass Communication</b>	<p><b>Certificate / Diploma / PG Diploma/ BA (Journalism &amp; Mass Communications) BAJMC / MA (Journalism &amp; Mass Communication) MAJMC/ Ph.D.</b></p> <p>Following major subject areas/specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Digital Journalism, Print Journalism, Broadcast Journalism, Advertising, Online Marketing, Public Relations, Radio, Marketing, Research, Film, Television, Event Planning.</p>
		<b>School of Library Science</b>	<p><b>Certificate, Diploma in Library &amp; Information Science (D.Lib. &amp; I.Sc.), Bachelor of Library &amp; Information Science (B.Lib. &amp; I.Sc.), Master of</b></p>



			Library & Information Science (M.Lib. & I.Sc.), Ph. D.
06	Faculty of Education	School of Education	Integrated Programme B.Sc. B.Ed. / B.A B.Ed. Special Education (D. Ed/ B. Ed /M. Ed) Part Time (B.Ed., M.Ed., D.El. Ed.,) Full Time (B. El. Ed., B. Ed., D.El. Ed., M.Ed. & M.A. Education) Certificate, NTT, Diploma in Nursery Teacher Training (D.N.T.T.), Diploma in Education / Bachelor of Education / Master of Education / Ph. D.
		School of Physical Education	Certificate/ Diploma/ Bachelor of Physical Education (B.P.Ed.) / Master of Physical Education (M.P.Ed.) / BPES/ MPES/ BA/ MA/ Ph.D.
07	Faculty of Medical Health & Allied Sciences	School of AYUSH & Alternative Medicine	Certificate, Diploma, P.G. Diploma, Bachelor of Ayurvedic Medicine and Surgery (BAMS) / MD (Ayurveda) / Ph.D. Bachelor Of Homeopathic Medicine and Surgery (BHMS)/ MD (Hom.)/ Ph.D.
		School of Paramedical Science	Following major subject areas/specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time. <b>Diploma (2 Year) –</b> <ul style="list-style-type: none"> <li>• Anesthesia Technician</li> <li>• X-RAY Radiographer Technician</li> <li>• Gamma Camera Technician</li> <li>• Optometrist Refractions</li> <li>• Optometrist Contact Lens</li> <li>• Human Nutrition</li> <li>• Blood Transfusion Technician</li> <li>• Clinical Biochemistry</li> <li>• Microbiology</li> <li>• Medical Lab Technician</li> <li>• D. Pharma (Ayurved)</li> <li>• Paramedical Ophthalmic Assistant</li> <li>• Perfusionist Technician</li> <li>• Cath Lab Technician</li> <li>• Naturopathy.</li> </ul>



			<ul style="list-style-type: none"> <li>• D Pharma (Homeopathic)</li> <li>• Dialysis Technician</li> <li>• Dental Mechanics</li> <li>• Dental Hygiene</li> <li>• Diploma in Sanitary Inspector / Public Health Inspector</li> </ul> <p><b>UG Degree (3 Year) –</b></p> <ul style="list-style-type: none"> <li>• Bachelor In Occupational Therapy</li> <li>• Bachelor In Speech Therapy</li> <li>• Bachelor In X-RAY Radiographer Technician</li> <li>• Bachelor In Human Nutrition</li> <li>• Bachelor In Medical Lab Technician</li> </ul> <p><b>UG Degree (4-1/2 Year) –</b></p> <ul style="list-style-type: none"> <li>• Bachelor In Physiotherapy</li> </ul> <p><b>PG Degree (2 Year) –</b></p> <ul style="list-style-type: none"> <li>• Master Of Physiotherapy (Sports)</li> <li>• Master Of Physiotherapy (Orth.)</li> <li>• Master Of Physiotherapy (Neuro.)</li> <li>• Master Of Physiotherapy (Cardio.)</li> <li>• Master Of Physiotherapy (Obst. &amp; Gyne.)</li> <li>• Master In Medical Laboratory Technician (Haemtology)</li> <li>• Master In Medical Laboratory Technician (Histopathology)</li> <li>• Master In Medical Laboratory Technician (Microbiology)</li> <li>• Master In Medical Laboratory Technician (Biochemistry)</li> </ul> <p>➤ Ph.D. in different disciplines</p>
		<b>School of Allied Health Science</b>	<p><b>B.Sc. M.L.T.</b></p> <p><b>B.Sc. O.T. Technology</b></p> <p><b>B.Sc. Cardiac Care Technology</b></p> <p><b>B.Sc. Perfusion Technology</b></p> <p><b>B.Sc. Neuro Science Technology</b></p> <p><b>B.Sc. Renal Dialysis Technology</b></p> <p><b>B.Sc. Respiratory Care Technology</b></p> <p><b>B.Sc. Anaesthesia Technology</b></p> <p><b>B.Sc. Imaging Technology</b></p>



			<p>B.Sc. Radiotherapy Technology</p> <p>Diploma in Sanitary Inspector (D.S.I.)</p> <p>Diploma in First Aid Specialist (D.F.A.S.)</p> <p>Diploma in Electro-Homeopathy</p>
		<b>School of Dental Sciences</b>	<p><b>Bachelor of Dental Surgery (BDS) / Master of Dental Surgery (MDS) / Ph. D.</b></p>
		<b>School of Veterinary Science and Animal Husbandry</b>	<p>Certificate/Diploma/PG Diploma in Animal Husbandry</p> <p><b>Bachelor of Veterinary Science and Animal Husbandry (B. V. Sc. &amp; A.H.)</b></p> <p><b>Bachelor of Fishery Science (B. F. Sc.)</b></p> <p><b>Master of Veterinary Science (M. V. Sc. / M.Sc.)</b></p> <p><b>Ph. D. in different disciplines of Veterinary Sciences and Animal Husbandry</b></p>
		<b>School of Naturopathy &amp; Yogic Sciences</b>	<p><b>Certificate, Diploma, Diploma in Naturopathy and Yogic Sciences (D.N.Y.S.) Post Graduate Diploma, B.A. / B.Sc. - (Naturopathy &amp; Yogic Sciences), M.A. / M.Sc. (Naturopathy &amp; Yogic Sciences), Bachelor of Naturopathy and Yogic Sciences (BNYS) Ph. D.</b></p> <p>Following major subject areas/specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Yoga, Meditation, Nutrition, Naturopathy, Alternate Healing Techniques, Study of Ancient Indian Healing Techniques, Ancient Indian Texts (Vedas, Puranas, Upanishads), Aayush, Holistic Health.</p>
		<b>School of Pharmacy</b>	<p><b>Diploma - D. Pharm. Under Graduate Degree - B. Pharm., B.Pharm (Practice), Post Graduate Degree - M. Pharm., Pharm. D., Ph. D.</b></p> <p>Following major subject areas/specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time.</p> <p>Industrial Pharmacy, Pharmaceutical Analysis, Pharmaceutical Biotechnology, Pharmaceutical</p>



			Chemistry, Pharmaceutical Quality Assurance, Pharmaceutical Technology, Pharmaceutics, Pharmacognosy, Pharmacology, Pharmacy Practice, Phytopharmacy and Phytomedicine, Regulatory Affairs, Quality Control, Clinical Pharmacy, DRA, Pharma Management, Herbal Drug Technology.
		School of Medical Sciences	Under Graduate, Post Graduate, Super Specialty, Doctoral, Post-Doctoral. M.B.B.S. / M.S. / M.D. / D.M. / M.Ch. / Ph.D., Fellowship / D.Sc.
08	Faculty of Law & Legal Studies	School of Legal Studies	LLB / LLB (Hons), Integrated LLB- B.A.LL.B. / B.A.LL.B. (Hons) / B.B.A. LL.B. / B.B.A. LL.B. (Hons) / B.C.A. LL.B. / B.C.A. LL.B. (Hons) / B.Com LLB. / B.Com LLB. (Hons) / B.Sc. LLB. / B.Sc. LLB. (Hons) / B.Tech. LL.B. / B.Tech. LL.B. (Hons) / LLM (1 Year / 2 Year) / Diploma / PG Diploma / Ph.D. / LLD Labour Law, Intellectual Property Rights, Human Rights, Business Law, Criminal Law, Civil Law, International Law, Patent Law, Corporate Law, Environmental Law, Cyber Law, Cyber Law & Forensics, Cyber Security and Law, Computer Cyber Law and Security, Constitution & Legal Order.
09	Faculty of Nursing	School of Nursing	GNM, P.B. Diploma, B.Sc. -Nursing, P.B.B.Sc. Nursing, M.Sc. -Nursing, Ph.D. Following major subject areas/specializations will be covered. However, as per the recommendation of academic council integration of two or more subject areas or new allied areas will be included, as required from time to time. Medical and Surgical Nursing, Gynaecology and Obstetrics Nursing, Neuroscience and Mental Health Nursing, Critical Care Nursing, Oncological Nursing, Neonatal infant and New-born Nursing, Nephrological Nursing, Child Health Nursing, Community Health Nursing, Renal Nursing, Psychiatric Nursing, Emergency Disaster Nursing, Cardio Thoracic Nursing, Neonatal Nursing, Operation Room Nursing, Neuro Science Nursing, Neurology



			Nursing, Orthopedic & Rehabilitation Nursing, Gerontological Nursing.
10	Faculty of Vocational Studies	School of Vocational Studies	Diploma / Certificate / B.Voc. / M.Voc. / Ph.D. Agriculture, Multimedia, Animation, Software Development, Automobiles, Medical Laboratory Technology, Food Processing, Financial Management, Aircraft Maintenance, Journalism & Communication, Fashion Design, Interior Design, Vedic Architecture, Retail & Logistics Management, Travel & Tourism, Education, Healthcare, Smart Power System, Fire Safety, Embedded System & IOT, Carpentry, Hotel Management, Marketing, Financial Planning & Management, Textile Design, Dairy Technology, Renewable Energy, Drone Technology, 3D Printing, Marine Engineering, Marine Technology.

\*Specialization as per decision of Academic Council and appropriate relevant statutory body.

•Some of the Departments/Institutes/School may not offer all the courses. Further, new Departments/Institutes/School and relevant courses developed and may be established after the approval of the Academic Council, and other relevant bodies of the University and approval of the Statutory bodies/Governing bodies and Regulatory Commission where ever and whatever applicable.

•The Scheme/Syllabus/Curriculum of the course/program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University.



**ORDINANCE NO. - 03**  
**ORDINANCE PERTAINING TO ADMISSION & ENROLMENT**  
**OF STUDENTS**

**1. ADMISSIONS**

- 1.1** Admission to the courses of the University will be regulated under admission regulations passed by Governing body of the University. Subsequent Changes made in the regulation by Governing body will be applicable as per the recommendation of Governing body.

**2. PREAMBLE**

- 2.1** "Qualifying Examination" means an examination, the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Master's Degree or Diploma or other program offered by the University.
- 2.2** "Equivalent Examination" means an examination, which has been conducted by:
- a. Any recognized Board of Education, or
  - b. Any Indian University incorporated by any law in force for the time being,
  - c. Any foreign University/Board that has been recognized by the Association of Indian Universities or equivalent.

**3. ELIGIBILITY CRITERIA**

- 3.1** Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations / admission tests conducted by the University or by the State/National Bodies as decided by the University from time to time and eligibility as per the guidelines of the respective regulatory body will be followed. The Academic Council will consider the eligibility criteria, determination of merit, concessions etc. and will decide / approve as the case may be, the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Website / Electronic Media of that Academic Session before the commencement of the admission procedure.



#### 4. ADMISSION PROCEDURE

- 4.1 The University shall follow the admission procedure for courses, specified by the competent authority of University / State Government norms, and respective statutory body.
- a. The University will issue the admission notification on the University's website/ newspapers/notice board of the University, and other publicity media before the commencement of a new academic session.
  - b. Admission to the University shall be made strictly on the basis of Merit or University entrance exam, and/or as decided by the Academic Council of University from time to time.
  - c. The University reserves the right to have a reserved quota as per Government norms.
  - d. Merit for admission in the constituent units of the University may be determined either on the basis of marks or grades in the qualifying examination and achievements in the co-curricular and extra-curricular activities or on the basis of marks or grades obtained in the Entrance Test conducted at the University, State or National Level, as per the norms of the Regulatory Bodies. Candidates appeared and obtained grades or marks in State or National Level Government approved Entrance Examination shall be given priority in admission.
  - e. Enrolment will be assigned to the student by the University after admission to the course/program, verification of all required documents, and payment of the prescribed fees. Documents including –
    - i. School/College Leaving Certificate/Transfer Certificate, if applicable, signed by the head of the School/Faculty last attended by the student.
    - ii. True copy of the **Statement of Marks** showing that the applicant has passed the qualifying examination is required, and in the case the student has passed the examination is required as a private candidate, a certificate signed by responsible person certifying to the character of the applicant is also required.



- iii. Student shall submit Eligibility or a **Migration Certificate** from the Secretary, or a Registrar of a Board or University as the case may be along with the immigration fee, as prescribed.
- iv. If student is unable to submit Migration Certificate during admission, he/ she may be provisionally admitted, subject to submission of the same within the time period as may be decided by the Academic Council of the University.
- v. Any other documents required by the concerned School/Faculty.
- vi. In case of admission to Diploma and/or Certificate programmes of the university, either Migration Certificate or Transfer Certificate/School College Leaving Certificate is required.

**Provided that,** if it does not become possible for the applicant to obtain a Migration Certificate in time for submitting the application, he can make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose, he may be allowed such time as the University may specify.

**Provided that,** nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with disabilities or persons belonging to the economical/ social weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens; these may include other backward classes. Reservation of seats, and relaxation in fees for candidates belonging to SC/ST/Other Backward Class Categories and Minority shall be observed as per state Government norms.

- f. The Vice Chancellor shall be the final authority for admission of all students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the University.
- g. No candidate shall be entitled to claim admission as a matter of right.
- h. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.



- i. All the admissions shall be made by the Registrar / Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the courses offered by the University.
- j. No student migrating from any other University shall be admitted to any class in a School/Faculty unless he has passed the examination that has been declared by this University as equivalent to the qualifying examination for a student of the University.
- k. An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- l. A student who has passed a part of any degree or post graduate examination from another University will be eligible to be admitted to a subsequent higher class for such an examination, in the same area of study, with the approval of the Vice-Chancellor in consultation with the Dean of the Faculty, in the case of a degree examination and the Chairman of the concerned Board of studies, in the case of post-graduate examination keeping in mind latest norms and regulations of State Government and other related regulatory bodies.
- m. Admission of students to all schools and faculties in each academic year shall be completed as per the UGC or university norms for the concerned academic session.  
**Provided that, student** who is eligible for a second or supplementary examination of the University shall be permitted to take provisional admission to the next higher class within the date prescribed. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand cancelled.
- n. The admission procedure and date of admission as prescribed if any, by INC, NCTE, AICTE, BCI, ICAR, COI, Paramedical council, PCI, Government of MP, and other Regulatory State & Central bodies, etc. for professional and technical courses will preferably be followed.

## 5. THE ADMISSION COMMITTEE

### 5.1 Central Admission Committee (CAC)



**5.1.1 CAC will comprise of following members:**

- i. Chairman of the CAC will be the Registrar
- ii. Deans/Principals of all constituent faculty will be members of CAC
- iii. Deputy Registrar Academic/ Examination will be the Member Secretary as nominated by Registrar

**5.1.2 Powers and Duties**

- i. CAC will prepare the admission regulation of the University and forward it to the academic council for recommendation and finally the recommended draft will be forwarded to the Governing Body for approval.
- ii. The detailed guidelines will be provided and must be followed for the admission as per admission regulation.

**5.2 Local Admission Committee (LAC)****5.2.1 LAC will comprise the following members:**

- i. Chairman of the LAC will be the Dean of the Faculty.
- ii. PG coordinator of the course.
- iii. HOD of all constituent of School will be members of LAC
- iv. Member secretary will be nominated by Vice Chancellor with consulting to Dean of faculty.

**5.2.2 Powers and Duties**

- i. To follow the guidelines as per admission regulations.
- ii. To prepare and declare the admission list together with waiting list for display as per admission regulations.
- iii. LAC will be primarily and finally responsible for the verification of documents and all prerequisite as per admission regulation.
- iv. Any candidate admitted provisionally can be converted to regular admitted status after fulfilling admission requirement.
- v. After finalization of regular admitted candidate, list will be submitted to the Dean of the faculty.
- vi. The case of a candidate seeking admission to a regular course, who has given up his/her studies for one or more academic years after



passing eligibility for Degree/ Diploma examinations may be considered for admission in the desired Program, and the decision of the Admission Review Committee shall be final and binding.

**6. NUMBER OF SEATS**

- 6.1** The maximum number of seats in each course shall be proposed by the Academic Council from time to time in accordance with the provision of statutory body and shall be informed to the Madhya Pradesh Private University Regulatory Commission (MPPURC) and other related statutory bodies.

**7. RESTRICTIONS FOR ADMISSION ON CERTAIN GROUNDS**

- 7.1** Student shall be admitted in two academic programmes in accordance with the rules and regulations of the UGC and all other such regulatory bodies and as amended from time to time.
- 7.2** Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another School/Faculty/University, shall be admitted to any course of study during the period for which the sentence is in operation.
- 7.3** Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false /incorrect or on the basis of such information, the University property or reputation of the university is damaged by his/her misconduct, or misbehaviour or any such action.

**8. ENROLLMENT /REGISTRATION OF STUDENTS**

- 8.1** A person, who has been admitted to a Faculty as per the prescribed eligibility for a particular course, shall be enrolled as a student of University by the COE.
- 8.2** Application for enrolment as a student of the University shall be made to the COE in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such an application shall be submitted through the Dean of Faculty to which the student has been admitted.
- 8.3** The procedure for submission of application for Enrolment of students by Schools shall be as follows:



- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, transfer/leaving certificate, eligibility certificate, if necessary, shall reach the University COE within one month or/and decided by the University from the last date of admission of the academic year in which the student is admitted.
  - ii. On the payment of the late fee as prescribed, the Vice-Chancellor may permit the enrolment of a student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
  - iii. No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/ registered as a student of the University.
  - iv. The enrolment fee paid by a student shall not be refunded under any circumstance.
  - v. The Controller of Examination shall maintain a record of all enrolled students studying in the various Schools / Departments of the University or carrying on research work in the University.
  - vi. The student shall be given a unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- 8.4** A student applying for a change of his/her name in the record of students, shall submit his/her application to the Registrar accompanied by (a) The prescribed fee; (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in cases where a lady student wants to change in her name following her marriage in which case, the marriage certificate indicating the new name shall be valid.
- 8.5** In case of a clerical error on the basis of name or other information provided by the students, a stipulated fee shall be charged, but in case of a clerical error on the part of the University, no fee will be charged.



- 8.6 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 8.7 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name.
- 8.8 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered, and all correspondence shall be carried on in like manner.
- 8.9 Name of the student will only be changed if procedure as per law and prevailing rules/ regulations have been followed.

**9. LATE ADMISSION**

- 9.1 Late Admission may be accepted purely at the discretion of the Vice- Chancellor in accordance with instructions/guidelines on the subject.
- 9.2 The Dean of the Faculty may permit a student to change his optional Subjects for a course with the approval of the Vice-Chancellor, within two weeks of the last date of admission as prescribed by a Competent Authority. No change thereafter shall be permitted.

**10. TRANSFER OF STUDENTS**

- 10.1 Students shall be allowed to migrate from one School/Faculty to another under the jurisdiction of this University, provided he/she meet the admission criteria of the concerned School/Faculty.

**11. PROCEDURE FOR WITHDRAWAL**

- 11.1 Students may withdraw their admission by the date of registration as specified by the University or before the same. In compliance with the instructions of MHRD/AICTE/UGC, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time, and which at time of promulgation of the Ordinances is Rs. 1000/- (one thousand only). In case the student registers for the program on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission



process as specified in the prospectus /admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance to MHRD/ AICTE/UGC guidelines.

## **12. CONSIDERATION FOR SPECIAL CATEGORIES**

**12.1** Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty line family, Scheduled Castes, Schedule Tribes, Other Back ward Classes, Physically Handicapped and other categories shall be applicable to the University.

**12.2** Seats for admission and fees in any course of study for persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies, policy of State Govt. applicable from time to time.

**12.3** If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criteria.

**13.** Provisional admission in any course/year/semester will be purely on the discretion of Vice-Chancellor's recommendation.




**ORDINANCE NO. - 04**  
**REGISTRATION / ENROLLMENT OF STUDENTS AND THEIR**  
**ADMISSION TO THE COURSES OF STUDY AND TEACHING**  
**METHODOLOGY AND STUDY INSTRUCTIONS**

1. For Registration / Enrolment in the University courses of study, a candidate must apply on the prescribed format and submit the application form along with an attested copy of the Mark-Sheet of the qualifying examination, Transfer Certificate, Migration Certificate and any other certificate required by the University and the University fees.
2. The Registration / Enrolment form will be forwarded by the Head of the Department / Faculty / Institution/School to the Registrar of the University.
3. On receipt of the registration form at the University Department / Faculty / Institution/School the candidate will be allotted an enrolment number.
4. The Registration/ Enrolment application form will be subjected to verification by the University and after due verification, the candidate will be given an Enrolment Number.
5. The validity of the Enrolment will be for the following periods:
  - 5.1 Certificate and one year Degree / Diploma programmes-2years
  - 5.2 Three years Degree / Certificate programmes-6years
  - 5.3 Four years Degree Programmes- 8 years
  - 5.4 Master Degree and two years programmes-4 years
  - 5.5 Integrated Master Degree & Five years programme -10 years
6. Teaching Days: Ordinarily every course / programme offered by the University shall ensure the minimum actual academic days not below 180 days in an academic year and 90 days in a semester. However, it may vary for identified and selected course / programme keeping in view of their nature, mode, methodology and operation.
7. Teaching methods of all the courses shall include one or more methods of teaching like Class Room Teaching, Assignments, Lab classes, Seminars, Workshops, Presentation, Group Discussion, Project Work, Summer Training, Field Work / Visit, Industrial Visit, Industrial Training, Educational Tour, Face to Face, online, e-learning, through webinar in smart classroom.
  - 7.1 For better support of the students in conjunction with the traditional approaches, most modern approaches based on innovative communication technologies for



teaching learning will also be adopted wherever possible. These may include online teaching-learning, Web casting, Podcasting, Online chatting with teachers, Online Discussion Forums.

- 7.2 Also for better support of the students for their studies of any programme / course, the course material shall include various prescribed text books as well as University shall also provide other instructional and study materials with e-learning instructions and e-journals along with its own developed study material wherever possible. The University as far as possible shall also adopt other innovative teaching aids and materials from time to time.
- 7.3 The teaching methodology, instructions & course / programme material may vary from course / programme to course / programme and it shall be appropriately designed by the University.
- 7.4 For research-oriented courses in all spheres of knowledge, the scope of the research, curriculum, and teaching and instructions methods may be unique and innovative in nature and differ from the traditional approach of carrying out research, which shall be appropriately designed by the University from time to time.
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**ORDINANCE NO. - 05**  
**EXAMINATIONS (GENERAL)**

**PART-I DEFINITIONS**

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a Degree or a Diploma or Certificate, either in general or for a particular examination, unless there is anything repugnant in the subject or context have the following meanings-
  - 1.1 **"Regular Candidate"** means the candidate who is studying in a full-time course running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such.
  - 1.2 **"Ex-student Candidate"** means the candidate who has taken admission in the University as regular student and was not able to appear in the examination in the admission year or declared failed in the admission year or detained due to shortfall of attendance, indiscipline or any other reason and seeks permission to appear in the Examination in the next academic year.
  - 1.3 **"Detained Candidate"** means the candidate who has taken admission in the University as a Regular student but has not been permitted to appear in the examination due to a shortfall in attendance, indiscipline or any other reason.
  - 1.4 **"Failed Candidate"** is a person who has failed in any of the theory papers or in any other part of the examination.
  - 1.5 **"Registration Period"** means the period for which a candidate's Enrolment is valid.
  - 1.6 **"Forwarding Officer"** means any person authorized by the Registrar of the University.
  - 1.7 **"Attested"** means attested by the forwarding officer.

**PART-II ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO UNIVERSITY EXAMINATION**

2. No candidate shall be permitted to appear in the University examinations unless he / she is duly registered / enrolled with the University.



- 3 Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the Dean of the Faculty so as to reach the Controller of Examination on or before the last date prescribed for the purpose by the University. It will be the responsibility of the Dean of the Faculty to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
  - i. Application submitted by regular candidates together with the examination fee and marks card fee shall be forwarded by the Dean of the Faculty of the University so as to reach the Controller of Examination on or before the last date prescribed for the purpose by the University.
  - ii. In case of each application, the Head of the Department / Faculty / Institution/ School of the University shall certify that the candidate :-
    - a) Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
    - b) The student has good conduct.
  - iii. The Dean of the Faculty of the University concerned shall send a list of candidates eligible for examination, as per the examination schedule declared by the University to the Controller of Examinations and the Registrar for information.
4. The Dean of the Faculty or the Registrar of the University can detain a candidate from appearing in an examination if he / she have not paid complete fees and dues of the University.
  - 4.1 An Ex-student shall submit his examination form in the prescribed format on or before the last date notified by the University to the concerned dean of the Faculty who will forward it to the Controller of Examinations after due verification.
  - 4.2 An Ex-student candidate shall offer the same subjects or optional papers that he had previously offered as a Regular candidate, the changes in scheme of examinations by the University notwithstanding.
5. The Dean of the Faculty of University may detain a regular candidate from appearing in an examination or at any stage of examination if he does not pay outstanding dues, or does not return the property and all the articles and uniform issued to him for Sport or NCC or for any other purpose or does not pay the cost thereof in case of its loss, 15 days



before the commencement of the examination or if the conduct of the student has been unsatisfactory.

6. No candidate shall be allowed to take the Term-end / Annual / Semester Examination unless one has:
- i. Attended at least 75% of lectures delivered / practical or lab classes conducted.
  - ii. Paid all the prescribed fees and dues / fine imposed if any.
  - iii. Obtained 'No Dues' certificate from all the concerned sections of the respective Department / Faculty/ Institute/ School / library of the University.
  - iv. Submitted the Internship Certificate / Project Report (where ever it is applicable), as notified by the appropriate authority of the concerned Department / Faculty / Institute / School of the University.
  - v. Received in-plant training (wherever it is applicable), as prescribed in the syllabus and notified by the appropriate authority of the University.

#### **PART III GENERAL CONDITIONS**

7. A Candidate who has passed the Bachelor's Degree Year-I or Year-II examination or the Previous examination of a Master's Degree of another University may, with the permission of the Vice- Chancellor, be admitted to the next higher examination of the University for the degree concerned, provided the course offered by the candidate at such another University is equivalent to the course of the University for the corresponding examination.
8. No person who has been expelled or rusticated from the University or has been debarred from appearing at university examination shall not be admitted to any examination during the period for which the sentence is in operation.
9. Notwithstanding anything contained in the Ordinances relating to admission of candidates to appear in an examination for the course / program he has already admitted in the University, the Vice- Chancellor may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination, is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application were rejected, allow an application that is otherwise complete in all respects to be entertained with the requisite late fees.
10. The Controller of Examination shall issue an admission card in favour of a Candidate if:



- 10.1 The application of the candidate is complete in all respects in accordance with the provisions applicable, and is in order
- 10.2 (b) The candidate is eligible for admission to an examination and the fees the prescribed have been paid by the candidate.
- 10.3 Where the practical examination is held, earlier than the examination in theory papers, a candidate, shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- 10.4 The admission card issued in favour of a candidate (including Regular, Ex-student and private candidate), to appear at an examination may be withdrawn if it is found that
- i. The admission card was issued by mistake, or the candidate was not eligible to appear in the examination.
  - ii. Any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a University Teaching School / Faculty / Institutes for admission to an examination is false, incorrect, or forged and fabricated or found unsatisfactory.
  - iii. The Controller of Examinations may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a prescribed fee as decided by the University for this purpose. Such a card shall show in a prominent place the word "DUPLICATE".
- 10.5 A candidate shall not be admitted into the examination hall unless he / she produces the admission card before the invigilator or the Superintendent of the examination centre, or appropriate authority pertaining to examinations of the University. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator during the examination.
- 10.6 In the Examination hall, the candidate shall be under the disciplinary control of the Superintendent of the Examination Centre and the invigilator, and shall obey their instructions. In the event of a candidate disobeying the instructions or showing in disciplined conduct or arrogant behaviour towards the Superintendent or any invigilator, the candidate may be expelled from that day's examination and if he persists in misbehaviour, he may be expelled from the rest of the examinations by the Superintendent.



- 10.7 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the examination centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to obstruct the authorities in the discharge of their duties, the Superintendent may expel the candidate from the examination centre and if necessary the examination authority shall take the help of the police to manage the situation and for smooth conduction of examination.
- 10.8 If a candidate brings any dangerous weapon within the precincts of the examination centre, he may be expelled from the centre and / or handed over to the police by the Superintendent of Examination centre.
- 10.9 A candidate expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
- 10.10 In every case where action is taken by the Superintendent as above, a full report shall be sent to the Registrar and Vice-Chancellor.
- 10.11 Vice-Chancellor shall send the case before the appropriate committee duly constituted.
- 10.12 The Vice-Chancellor for that purpose shall consider, according to the gravity of the offence, to further, after giving an opportunity and considering any explanation, punish a candidate by cancelling his examination and / or debaring him from appearing at any of the examinations of the University for one or more years submitted by the candidate.
- 10.13 If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, such as copying from some book or notes or from the answer of some other candidate, helping or receiving help from any other candidate keeping with him the examination hall material connected with the examination or in any other manner whatsoever, the Vice-Chancellor may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.
- 10.14 The Vice-Chancellor may cancel the examination of a candidate and / or debar him from appearing at an examination of the University for one or more years if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with the examination and / or was instrumental in or



has abetted the tempering of university records including the answer books, mark-sheets, result charts, degree / Certificates or certificates and alike

**10.15** The Vice-Chancellor may cancel the examination of a candidate and / or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificates / documents.

**10.16** A candidate who, due to sickness or other cause is unable to present himself / herself at an examination shall not receive a refund of his fee, provided that the Vice-Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, on only exceptional cases with the consent of the Chancellor, order for adjustment of the following portion of the fee towards the immediate next examination:

- i. The examination fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
- ii. The entire fee paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall be forfeited.

**10.17** Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the re-totalling of his marks in the written papers in any subject and rechecking of his result on the prescribed pro-forma, of the University, which shall be available on a payment basis. Such an application must be made so as to reach the Registrar within **15 days** of the publication of the result of the examination and **5 days with late fees afterwards**.

- i. The application of re-totalling of marks must be accompanied by the prescribed fee of the University from time to time.
- ii. The result of the re-totalling shall be communicated to the candidate.
- iii. If as a result of re-totalling it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.



Provided that no candidate ordinarily shall be allowed to have more than Answer Books of Two revalued. However, in exceptional cases on genuine grounds the Vice Chancellor shall allow only one more Answer Book of one more subject. Provided also that no revaluation shall be ordinarily allowed in case of scripts of practical, field work, sessional work, class tests and such other evaluation like- seminar, presentations, group discussion etc. submitted in lieu of a paper at the examination. However, the thesis submitted in lieu of a paper shall be revalued on the exceptional case without conduct of any fresh internal assessment and viva-voce, with the permission of the Vice-Chancellor. The revaluation fee for thesis shall be prescribed by the University separately.

iv. The fee for revaluation/ retotalling shall be as decided by the University from time to time.

10.18 No person, who is under sentence of expulsion or rustication from a University Teaching School / Faculty / Institute / Centre or is debarred from appearing at examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.

10.19 Because of loss, theft or any other reason if a student intends to apply for duplicate copies of his / her mark sheet, degree, Certificate, certificate, migration etc., the student may apply to the Registrar of the University on the prescribed pro-forma, which shall be available on a payment basis, and submit the details of the examination accompanied by an affidavit on stamped paper of proper value as per prevailing laws and the requisite fees, which shall be prescribed by the University from time to time.

Provided further that a duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Legal Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

10.20 The names of first ten successful candidates securing more than 65% of marks in each examination shall be declared in order of Merit for each class / subject / course / programme as the case may be.

10.21 There shall be separate provision in the concerned regulation for the award distribution, and proper regulation of the grace marks except where it has been specified in the concerned ordinance.

#### **PART-IV EXAMINATION FEES**

11. The examination fees for various courses under the semester / annual examination pattern will be as prescribed by the University from time to time.

12. The Board of Management of the University with the Concurrence of Finance Committee can change any fees or conditions for the examination as and when the situation warrants.

13. The control of exam fees and other fees shall rest with the CFAO



**ORDINANCE NO. - 06**  
**CONDUCT OF EXAMINATIONS**

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination in consultation with the Examination Committee of the concerned Faculty.
2. The Controller of Examinations shall prepare and duly publish a programme for the conduct of examinations specifying the date of each Examination and the last dates by which applications and fees for examinations shall be submitted by the intending examinees.
3. The Controller of Examinations shall appoint the appropriate number of Superintendent and Assistant Superintendents with the approval of the Vice-Chancellor, for the conduct of various examinations and shall issue instructions for their guidance.
4. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and answer books, sent to him and shall render to the University office a complete account of used and unused question papers and answer books timely.
5. The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
6. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examinations about the conduct of the examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentee roll numbers, and such other information relating to the examination being held at the centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the attention of the University.
7. He shall also be responsible for the maintenance and submission of the account of advance money received and expenditure incurred in connection with the conduct of the examinations and to report directly Controller of Examinations.



8. The Centre Superintendent shall have the power to expel an examinee from examinations on subsequent examination days, on any of the following grounds:
  - i) That the examinee created a nuisance or serious disturbance at the Examination Centre.
  - ii) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
  - iii) If necessary, the Superintendent may get police assistance, to manage the situation. Where a candidate is expelled, the Controller of Examinations and Registrar shall be informed immediately before commencing an examination and a copy of time table is necessarily be sent to the nearest police station for information.
9. Unless otherwise directed, only teachers of university shall be appointed as invigilators by the Superintendents. Invigilators can also be drawn from other educational institutions.
10. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who filled in the application form for appearing at the examination. As well as to see that on each day on which a candidate his / her signature is obtained on the prescribed forms / documents, and to make sure that it tallies with the one already on it.
11. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
12. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within the limit of 5 minutes, he / she shall not be permitted to enter the examination hall, unless he / she give convincing explanation.
13. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee will be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations by the Superintendent.
14. The Controller of Examinations may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself on account of physical disability, severe short sightedness or sudden illness



(must be supported by a certificate issued by a Medical Officer), provided that such an alternative person shall be a man / woman possessing qualification of at least one class examination lower than the examinee concerned, and he may not be the relative of the examinee for which qualifying documents will be procured.

- i) The Superintendent of an examination centre shall take action against an examinee that is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
  - ii) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum with date and time shall be prepared.
  - iii) The statement of the examinee and the invigilator shall be recorded.
  - iv) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair Means" to attempt an answer within the remaining time prescribed for the examination.
  - v) All the materials collected and the entire evidence, along with a statement of the examinee and the answer book duly initiated, shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means", along with the observations of the Superintendent.
  - vi) The material so collected from the examinee, together with both the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair Means in view of the material collected.
  - vii) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice Chancellor every year.
15. The Vice-Chancellor may cancel an examination if he is satisfied that there has been a leakage of question papers or any other irregularity that warrants such a step.
16. The Controller of Examination with due approval of the Vice-Chancellor may issue such General Instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as he considers necessary for the proper discharge of their duties.



17. Subject to the provision of this Ordinance, the Board of Management on the recommendation of the Academic Council may from time to time make, alter, or modify rules and procedures about the conduct of examination.
18. The Results Committee for each Faculty shall consist of the following:
  - I. Dean of the Faculty (Chairman).
  - II. Head of the Department
  - III. Two seniors most teachers of the Department (other than the head of the department).
  - IV. Controller of Examinations (Member-secretary)
  - V. Two members shall form the Quorum,
  - VI. The term of the Results Committee shall be one academic year.
19. The functions of the Results Committee shall be as follows:
  - i. To scrutinize and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the result is unbalanced.
  - ii. To scrutinize complaints against question papers and to take necessary action.
  - iii. To decide cases of candidates who answered the wrong paper.
  - iv. To decide cases of candidates whose answer books were lost in transit.
  - v. To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators. Superintendents of the Examination Centres, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
  - vi. To exercise such other powers as the Academic Council and Vice-Chancellor may delegate to it from time to time.
20. If a candidate has any communication to make on the subject of his / her examination paper, it shall be made in writing to the Controller of Examinations directly.
21. Any attempt made by or on behalf of a candidate, to secure preferential treatment, in the matter of his / her examination, shall be reported to the Controller of Examinations, who shall place the matter before the Vice-Chancellor and other appropriate forums of the University to take necessary action against such candidate.
22. Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees, except the



tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of declaration of the results.

23. The Controller of Examinations will publish the results of the examinations as passed by the Results Committee on the various notice boards of the University. The results, when published, shall be simultaneously be communicated to the Heads of School / Faculty / Institutes / Centres. If any clerical error or error in the process of calculation or computerization is discovered in the results so declared by any source, the Result Committee with the approval of the Vice-Chancellor shall have the power to rectify the same.
24. The remuneration of the Examiners, Superintendents, Asst. Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration or any other kind of punishment or corrective measures for errors noticed shall be decided by the Board of Management in consultation with the relevant committee constituted for the purpose from time to time.
25. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to two examiners (other than the one who initially evaluated it).
26. The average of the nearest two of the three valuations (one initial and two revaluations shall be taken as corrected marks.  
Provided that, if the revaluation marks deviate by 10% or more in higher side from the initial valuation, the average of these two revaluated marks shall be considered and awarded to student accordingly otherwise no change in his initial evaluation is done that means no change in already awarded marks.
27. All the records of examinations and results will be maintained by the University for a maximum period of six months from the date of declaration of results of the concerned examination except the tabulation chart or master cross list or grand chart reflecting the statement of marks of all examination of all examinees of a course / programme which shall be maintained and detained in the safe custody as the permanent document of the University.
28. Any matter not covered in the above provisions will be dealt with in accordance with the provisions of the Concerned / relevant Regulations which shall be amended from time to time



**ORDINANCE NO. - 07**  
**CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,**  
**SCHOLARSHIPS, RESEARCH ASSISTANTSHIPS, STIPENDS,**  
**MEDALS AND PRIZES**

1. The policy on the awards of Fellowship/ Scholarship/ Research Assistantship/Stipend/ Medals/ Prizes shall be made by the Governing Body, on the recommendation of a committee consisting of:
  - i. The Vice-Chancellor as Chairperson
  - ii. Chancellor's Nominee
  - iii. Two Deans of Faculties (nominated by Chancellor/Vice-Chancellor for a period of one year by rotation or re-nomination)
  - iv. One Chairperson of Board of Studies (nominated by Academic Council for two years by rotation)
  - v. Controller of Examination
  - vi. Chief Finance & Accounts Officer
  - vii. The Registrar as Member Secretary
2. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the University from time to time. It may be reviewed to include/ introduction new awards /revise rates of fellowship or deletion of existing awards etc.
3. The Fellowship/Assistantship/Scholarships shall be given to eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation. If the policy so demands, then every year at an appropriate time, the University shall invite applications from Students/Scholars through a notice for the awards to be made.
4. The value and duration of Research or other Scholarships instituted by the University shall be laid down by the Board of Management, with the approval of the Chancellor, in consultation with the Academic Council.
5. **The award of fellowships, research assistantship and other scholarships shall be made subject to the following conditions:**





- 5.1 Research Fellowship shall be awarded to research fellows engaged in certain research projects sanctioned by a funding agency/University, to carry out research work at the University. The Research Assistantship may also be awarded to students enrolled in Ph.D. programs in the respective disciplines in the University.
- 5.2 The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines from a funding agency, the University may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as Ph.D. student at the University. However, research staff who is awarded a research fellowship to work in the University has to submit an undertaking that he/she is not registered for Ph.D. degree in any other University.
- 5.3 The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.
- 5.4 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
- 5.5 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He/she may however, undertake teaching assignments of not more than 9 hours a week in the Institution/College of the University, where he/she will work without any remuneration.
- 5.6 The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship program. Provided that the Vice Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or any diploma course and appear in an examination for the same.
- 5.7 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution/College where he/she is to work, on all working days.



- 5.8 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity be heard.
- 5.9 If at any time appears to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 5.10 Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- 5.11 The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
- 5.12 The fellow/scholar shall be required to pay the fees prescribed timely (as dictated by the fee and admissions ordinance) by the Institution/College where he works.
- 6. Teaching Assistantship for Post graduate students.**
- 6.1 The teaching Assistantship instituted by the University shall ordinarily be tenable for an academic session i.e. ten months per year on condition that the holder continues to fulfil the conditions for continuation of such award.
- 6.2 The teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective semester in all cases.
- 6.3 The payment of Teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he/she studies. No Teaching Assistantship shall be awarded for a month, unless the scholarship-holder has attended the Department/University regularly in that month.
- 6.4 The disbursement of Teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.
- 6.5 A Teaching Assistantship holder shall not combine any other course of study without permission of the Vice Chancellor.
- 6.6 A Teaching Assistantship shall be cancelled, if the scholarship-holder fails to secure the examination result as prescribed by the University.
- 6.7 A Teaching Assistantship holder shall at all times maintains good conduct and behaviour and observe all rules of discipline.



- 6.8 Award of Teaching Assistantship for postgraduate course shall ordinarily be covered under the following conditions:
- 6.9 Students who are admitted on a full-time basis and have a strong educational track record may be awarded a Teaching Assistantship, to be decided by the Board of Management on a case-by-case basis.
- 6.10 Initially the Scholarship will be given for only one Year. Its continuation is subject to satisfactory performance as laid down in the Rules for the program.
- 6.11 Full time students, who were not awarded a Teaching Assistantship, would be considered for same at the end of each Academic year. Such an Assistantship may be offered to students who have been selected by the Committee. No award of scholarship will be considered after the second term/semester is over.

**The students may be allocated load by the HODs for the following:**

- Assistance in tutorial classes for UG Programs
- Assistance in lab classes for UG Programs
- Assist HOD, nominated supervisor(s), or faculty in charge fellowship coordination for:
  - Record keeping in the Department
  - Development of Labs
  - Stock taking of Labs/Stores
  - Literature survey
  - Report(s) preparation
  - Tabulation of Results
  - Evaluation of Tutorial & Lab work
- Invigilation Duties
- Any other work assigned by the HOD/University Authorities.
  - i. The Teaching Assistantship shall be liable to termination, if:
    - The scholarship-holder discontinues studies during the middle of a session.
    - Failure in any subject.
    - CGPA is less than 5.
    - Conversion from full time to part time status.



- Attendance in Lectures, Tutorials and Laboratories taken separately is less than 75%
  - Unsatisfactory performance in the teaching load or work allocated
  - The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Dean of college, found guilty of a breach of the Ordinance.
- ii. Teaching Load: Total assistantship load of 9 hours or more per week shall be assigned to the students under arrangement with HODs. The load to the fellows may be assigned by the HODs and monitored by PG Program coordinators/ course coordinators. The assigned workload can be increased/decreased at the discretion of the HODs.
- iii. Amount of Assistantship: The Board of Management on recommendation of the Academic Council will decide the amount of fellowship from time to time.

#### 7. Scholarship:

- 7.1 University may announce scholarship schemes for Under Graduate/Post Graduate students for the amounts/duration and as per conditions as may be decided and approved by the Committee in consultation with the Chancellor and Vice Chancellor. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- 7.2 The University will provide scholarships for deserving candidates from economically weaker sections, irrespective of caste.
- 7.3 Students will be eligible to avail the state sponsored scholarship opportunities, provided they fulfil all the required criteria.
- 7.4 The University will invite members of the community and society to instate a scholarship/ award/ medal in their or their representatives name.
- 7.5 No scholarship shall be drawn for a month unless the scholarship-holder has attended the course of study regularly.
- 7.6 The award and withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.



7.7 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline

**8. Award of University Medals and Prizes:**

8.1 The University shall award with a view to augment academic interest and activities among the students. Gold and Silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

8.2 A gold (plated) and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:

**i. Aryavart Sarvashreshtha Chhatra Swarn Padak-**

**आर्यावर्त सर्वश्रेष्ठ छात्र स्वर्ण पदक (Gold Medal):**

The medal (written as आर्यावर्त सर्वश्रेष्ठ छात्र – वर्ष) will be awarded to the **Best Student of the year** as decided by the Patrons of the University and the Awards Committee.

**ii. Aryavart Bahumukhi Utkrishta Chhatra Puraskar**

**आर्यावर्त बहुमुखी उत्कृष्ट छात्र पुरस्कार (Shield for All Round Excellence):**

This running shield (written as – आर्यावर्त बहुमुखी उत्कृष्ट छात्र पुरस्कार-वर्ष) will be awarded to the student who has achieved **all around excellence** in fields including academics, social and cultural activities, sports, participation in university events, conduct, attendance, etc. as decided by the Patrons of the University and the Awards Committee.

**iii. Chancellor's Gold Medal:** The Chancellor's Gold Medal will be awarded to an undergraduate student who will **secure first position** in the University among all programs/courses/branches running in the University, subject to minimum number of students registered for the program.

**iv. Vice-Chancellor's Gold Medal:** Medals will be awarded to two successful candidates (one each in bachelors and masters programs) in each Faculty being run by the University, who have secured the highest percentage of Marks (above 85%). However, the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide



the Gold Medal, marks obtained by the candidates from the first to final University Examination, will be computed.

- v. **Vice-Chancellor's Silver Medal:** Medals will be awarded two successful candidates (one each in bachelors and masters programs) in each Faculty being run by the University, who have secured the second highest percentage of Marks (above 80%). However, the candidate must have passed all semester examinations of the consecutive years in first attempt. To determine the Silver Medal, marks obtained by the candidates from the first to final University examination, will be computed.

8.3 Notwithstanding anything contained in the foregoing paragraphs, award of university Medal for anyone or all of the examinations may be withheld, suspended or cancelled.

- i. If, in respect of a year no candidate is found eligible for the award.
  - ii. If the Vice Chancellor finds, after considering a report of the Head of the Institution/College that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross misconduct etc.
  - iii. In case candidate has failed a subject or has been detained.
9. If for an award, two or more students are found eligible by having obtained equal marks or grade point average, the medal shall be awarded on the basis of extra-curricular activities, participation in university events, conduct, and attendance.
10. Notwithstanding anything contained in this statute, more awards, medals, prizes, and stipends may be initiated after due recommendation of Academic Council and approval of the Board of Management of the University.



**ORDINANCE NO. - 08**  
**ORDINANCE PERTAINING TO CONDITIONS FOR STUDENT**  
**RESIDENCE, RULES AND DISCIPLINE**

**1. General**

- 1.1 There shall be residence facilities for resident students termed as Boys Hostel & Girls Hostel respectively for boys and girls, as may be allocated.
- 1.2 Each Hostel may be given such names as are decided by the Board of Management.
- 1.3 Students desirous of staying on campus will be separately accommodated in the Boys and Girls Hostel, subject to the availability of seats.
- 1.4 Student desirous opting for hostel residence shall collect and fill out the Hostel application form from the Administrative Office, and submit the same signed by the Principal/ Dean of the School and Dean Student Welfare along with supporting documents as mentioned, and the receipt of the prescribed fee back to the Administrative Office, which will then allocate the room in consultation with the Hostel Warden.
- 1.5 The Administrative Office will issue a list of students who have been offered hostel accommodation along with an indication of fee submission date.
- 1.6 Hostel accommodation offer will automatically be terminated after the due date of fee submission.
- 1.7 Students who have submitted the hostel fee will be allotted rooms by the Administrative Office in consultation with Wardens of the respective Hostels.
- 1.8 Hostel residence will be allotted for the period of one academic year, subsequent allotment of hostel residence will be subject to new application by the student.
- 1.9 The students residing in the University Hostel shall pay such charges as may be prescribed by the Board of Management from time to time.
- 1.10 Each Hostel shall have Warden(s), who shall be appointed by the Vice Chancellor for a specified period on such terms and conditions as may be prescribed by the Board of Management.
- 1.11 The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.



1.12 Every hostel shall maintain such register and records, as may be prescribed by the University, and furnish such statistical information as the University may require, from time to time.

1.13 Every resident shall have to observe discipline as per the hostel rules and standing orders.

**2. Duties of Warden shall be prescribed and may include:**

2.1 Supervise the matters relating to the overall functioning of the hostel, the resident student's welfare, and discipline.

2.2 Periodically inspect the hostel infrastructure and be in contact with the staff and students; be responsible for the smooth functioning of the hostels.

2.3 Permit stay of any guest according to the hostel rules.

2.4 Ensure that the resident students in his/her charge observe the rules framed. by the University relating to the maintenance of discipline and decorum in the hostel; and shall promptly report to the Dean of student welfare all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge.

2.5 Ensure maintenance of discipline and decorum on the premises of the hostel; have the power to take disciplinary action, including the ordering of eviction of a resident from the hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with the Administration.

2.6 Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the hostel.

2.7 Supervise the functioning of the Mess and the working of the Mess Staff, if required.

2.8 Be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University.

2.9 Have the right to inspect Hostel Rooms at all hours.

2.10 Be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the caretaker, and take action for their repairs/replacement for obtaining additional furniture.

2.11 Report and collect the cost of damaged property from students.



- 2.12 When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.
- 2.13 Warden is responsible for informing parents about hostel closures at the end of each semester.

**3. Rules and Standing Orders for Hostellers:**

- 3.1 At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign a receipt. He/she will be charged. for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated, are not to be changed without the written permission of Competent Authority.
- 3.2 Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- 3.3 Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- 3.4 Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- 3.5 Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc. inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above-mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- 3.6 Students should not indulge in acts such as playing of loud musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- 3.7 Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- 3.8 Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.



- 3.9 Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C P and V.C.R. etc., are not permitted in hostel rooms
- 3.10 Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
- 3.11 Lights, fans etc. should be switched on only when needed and off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- 3.12 Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- 3.13 Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- 3.14 The Warden/ Administrator is assisted by a supervisor / caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- 3.15 No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of/or under the orders of the Warden/ Administrator.
- 3.16 No student is allowed to engage a private servant or keep pets.
- 3.17 Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.



- 3.18 Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the Warden.
- 3.19 Students are prohibited from giving shelter to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be subject to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- 3.20 All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- 3.21 Students will be charged for Boarding and Lodging beyond the year at the rates as decided by the management.
- 3.22 All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in place.
- 3.23 Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- 3.24 Provision items of daily use including bread, butter, biscuits etc. are available on payment at the canteen which is open as per times specified.
- 3.25 Ragging in any form is unlawful and strictly prohibited. Students found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against students indulging in ragging.
- 3.26 Student's not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- 3.27 All the students are charged Hostel fee for the academic year, as such they must completely vacate their rooms within three days of the conclusion of the academic year. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or at rates as specified by the authority for both boarding as well as lodging.
- 3.28 The University adopts the vegetarian eating ethics for any food served in the University premises or hostel mess.



3.29 Mess membership will be mandatory for all hostel residents

3.30 Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.

**4. Procedure/Instructions for obtaining out pass shall be as below:**

4.1 Day out passes on working days must be signed by both the HOD and the Warden.

4.2 Out pass for overnight/out station leave will be issued by the Warden and has to be signed by the Registrar.

4.3 In case of grave emergency immediate out pass will be issued by the Warden and has to be signed by the Registrar.

4.4 Girl students wanting an overnight out pass/out station leave are required to get the written permission of their parents/guardians through a phone call to the Warden.

4.5 Girl students are advised to go outside the campus in groups of minimum three for their own safety.

4.6 In case of medical evacuation, the patient and attendants can move out on the medical officer's advice. Warden and Registrar/ Dean of the School must be informed.

4.7 All students are required to be back inside the campus by 07:00 PM and/or decided by the university on all days.

**5. Rules for Discipline**

5.1 The welfare and discipline of students, are two integral parts of Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behaviour by the students of the University. All students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it their duty to behave decently at all times. They must follow the rules pertaining to discipline, as may be laid down by the Board of Management of the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders carefully and



also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

- 5.2 The rules and regulations governing discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendments to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.
- 5.3 Every student shall always carry on his/her person the Identity Card issued by the University. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall be immediately reported in writing to the Registrar, and a Duplicate ID Card must be procured from the Administrative Office.
- 5.4 Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- 5.5 The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
- i. Disobeying teachers/officials or misbehaving in the class.
  - ii. Quarrelling or fighting on the University campus or outside the campus, amongst themselves or indulging in any activity that amounts to ragging and or harassment of other students.
  - iii. Quarrelling or fighting with a university employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.
  - iv. Behaving on the University campus or outside in a manner that is indecent, or which is meant to annoy or harass the students, teacher, officers or employee of the University.



- v. Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
  - vi. Damaging the University property.
  - vii. Indulging in acts of theft, stealing and misappropriating.
  - viii. Use of mobile in the class/academic area.
  - ix. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.
  - x. Any other conduct anywhere which is considered to be unbecoming of a student.
  - xi. Any other activity that defames the University and constitutes indiscipline.
- It shall also include inciting others to do any of the aforesaid acts.

**6. Rules for Student's Conduct & Behaviour in Campus and Outside.**

The rules governing the same shall be as provided for in the regulations for each program and generally as below:

- 6.1 Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- 6.2 Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website regularly.
- 6.3 The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- 6.4 The Vice-Chancellor is overall in charge of the academic activities including attendance and leave for students.
- 6.5 Dean Student welfare will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure the maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

**7. Conduct and Behaviour**



- 7.1 Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra- curricular activities/duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
- 7.2 Students must give their undivided attention to their academic work and be respectful to their teachers, supervisors and staff.
- 7.3 All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time.
- 7.4 Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- 7.5 Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
- 7.6 If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
- 7.7 No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
- 7.8 Students should not indulge in abusive behaviour/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- 7.9 No meeting of the students other than those organized by the various recognized student bodies shall be called without the prior permission in writing from the Dean Student Welfare.
- 7.10 No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior written permission in writing from the Vice Chancellor.



- 7.11 No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- 7.12 Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- 7.13 Students must take good care of all University property. Any damage to university property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- 7.14 Students must handle the laboratory equipment, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned.
- 7.15 Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honourable Supreme Court.
- 7.16 Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.
- 7.17 All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University.
- 7.18 Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc. inside or outside the campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/University.
- 7.19 The University adopts complete vegetarian eating ethics for any food served or procured from an outside agency or consumed within the University premises including guest houses. Further, the same shall apply to utilization of silk on the University Campus.



- 8 **Rules and Regulations for Library:** The rules governing the same shall be as below:
- 8.1 Students must follow the library rules for borrowing/using/returning books
  - 8.2 They must show their Identity Cards when asked for.
  - 8.3 The books must be returned on or before the due date of return.
  - 8.4 Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
  - 8.5 In open access Library of the University, replacement or misplacement of books on the shelves by readers is not desirable. Readers should leave the book on the table after use.
  - 8.6 Library cards are non-transferable, and they should be kept securely, otherwise the borrower shall be held responsible for the books issued against cards.
  - 8.7 Before leaving the library, a student should make sure of getting the books properly issued at the counter against the card.
  - 8.8 Personal property or books other than those belonging to the library must be deposited at the entrance gate.
  - 8.9 The loss of Library books or borrowers' card must be immediately brought to the notice of the Librarian in writing.
  - 8.10 A duplicate library card will be issued to the student at a nominal charge, as decided by the Library Committee.
  - 8.11 Students will be required to reimburse the value of the book if it is lost or misplaced, as per the guidelines of the Library Committee.
  - 8.12 Polite and courteous behaviour inside the library is expected from all the users and silence must be observed inside the reading rooms.
9. **Anti-Ragging Measures:**
- 9.1 The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.
10. **Policy to Prevent Sexual Harassment:**
- 10.1 The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full. The policy so defined should be communicated to all employees and students and they should be made aware of the complaint and redressal mechanism for same.



**ORDINANCE NO. 09**  
**ORDINANCES PERTAINING TO ESTABLISHMENT OF**  
**CENTRE OF STUDIES, BOARDS OF STUDIES, INTER-**  
**DISCIPLINARY STUDIES, SPECIAL CENTRES, SPECIALIZED**  
**LABORATORIES AND OTHER COMMITTEES**

1. The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be required by the University.
2. University may add Schools/Centres/Departments with the approval of Governing Body and informed to MPPURC under the relevant provisions of the Act.
3. Every School of Studies (hereinafter referred to as the school) shall consist of such Faculty as may be assigned to it by the approval of the Governing Body.
4. **Each Department shall consist of:**
  - i. Teachers of the Department/School.
  - ii. Persons appointed to conduct research in the Department/School.
  - iii. Honorary Professors, if any, attached to the Department/School.
  - iv. Such other persons as may be members of the Department/School in accordance with the provisions of the Ordinances.
5. Each Faculty/School/Centre/Department shall have a Dean/ Director / HOD /Course Coordinator. Deans/Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective Faculty/School/Centre. HODs/Course Coordinators shall be appointed by the Vice-Chancellor from amongst the Professors for a period of two years, provided that where in any Department, there is only one Professor. The Vice-Chancellor may also appoint one of the Associate Professors as a HOD/ Course Coordinator of the Department.
6. **The duties and functions of Deans/Directors of the School shall be as below:**
  - i. Responsible for the overall administration and management, stakeholder management, budgeting, etc. of the school.
  - ii. Responsible for admissions, monitoring and tracking of admitted students.
  - iii. Coordinate with the Finance Department to ensure all fees are paid and receipts are accounted for.
  - iv. Track the scholarship status of each student in the school.



- v. Develop, implement, promote and evaluate the curriculum of each department in the school
- vi. Strengthen the academic delivery mechanism to enhance student's performance
- vii. Adopt current industry and academic trends to ensure student employability.
- viii. Design and maintain a master schedule - academic, training (on campus & off campus), placement, extracurricular activities, etc. for the school.
- ix. Attract, develop and retain qualified faculty members.
- x. Encourage Faculty members to undertake research, publish in journals and attend conferences.
- xi. Monitor student discipline and conduct (including attendance) and maintain the decorum of the University/School/Department.
- xii. Maintain the course parameters as prescribed by the Regulatory Body and as per the Ordinances of the University.
- xiii. Strive to raise the standard of the University/ School and establish it as amongst the best in its field of study and focus on strengthening each department.
- xiv. Develop a positive and active working and learning culture in the University and School.

**7. Powers and Functions of the Head of the Department/School shall be as below:**


- i. Be the academic head of the Department/School and shall convene and preside over the meetings of the faculty in the Department/School and the Board of Studies.
- ii. Responsible for the academics - classes, syllabus, notes, question banks, daily/weekly/ monthly work plans, etc.
- iii. Responsible for assigning faculty their classes and courses, and substitution, and documenting the same.
- iv. Maintain discipline in the Classroom and Laboratories through teachers of the Department.
- v. Assign teachers in the Department such duties as may be necessary for the proper functioning of the Department.
- vi. Be responsible for the coordination and supervision of teaching and research in the Department.
- vii. Recommend /Approve leave applications of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose.
- viii. Be responsible for the records, and equipment of the Department and the books of the Departmental Library.
- ix. Operate the Budget of the Department/School in consultation with the Dean/ Principal.
- x. Have such other powers and perform such other functions, as. may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.
- xv. University may create and establish additional centre of study, boards of studies, inter-disciplinary studies, special centres, specialized laboratories and other committees as required by recommendation of the Academic Council and approval of the Board of Management of the university.



**ORDINANCE NO. 10**  
**ORDINANCE PERTAINING TO THE MANNER OF**  
**CO-OPERATION AND COLLABORATION WITH OTHER**  
**UNIVERSITIES/INSTITUTIONS/ ORGANISATIONS/**  
**AUTHORITIES INCLUDING LEARNED BODIES OR**  
**ASSOCIATIONS**

1. The University may subject to the provisions of the Act and rules defined by the UGC, enter into MOUs with other Universities including foreign Universities, Institutions, Organisations and Authorities in such a manner and for such purposes as the University may decide or determine from time to time as per the Act .
2. The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements, if any.
3. Generally, but not limited to scope defined below, the following may be agreed upon:
  - i. Promote Collaboration between the Universities/ Institutes / Organisations in the field of higher education.
  - ii. Exchange of Faculties and Researchers.
  - iii. Exchange of graduate students for a specified duration and courses.
  - iv. Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports.
  - v. Invite representatives of each other's academic communities to participate in conferences and colloquia.
  - vi. Cooperation in mutual fields of academic interest for the purpose of developing specific education and training opportunities and Programs.
  - vii. Promote Collaboration between the Industry Associations and Bodies in the field of skilling and employment readiness.
4. Academic & Organizational development assistance as well as education. & training activities in a number of fields and subjects including:
  - i. Design of curricula for undergraduate and postgraduate studies.



- ii. Development of faculty profiles.
  - iii. Internship opportunities with companies in Indian and overseas.
  - iv. Establishment of periodic quality assurance practices and procedures.
  - v. Short professional training courses.
5. Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education research. Activities include:
- i. Joint cooperative research projects.
  - ii. Consultancy work assist the development of new Postgraduate courses.
  - iii. Enter into twinning arrangement, if allowed within the rules of the UGC.
6. University may also collaborate or co-operate with other industries/companies/ firms to provide vocational technical knowledge, apprenticeship, and internship to our students and may also go for research collaboration with companies and laboratories within the state, India and outside India.
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**ORDINANCE NO. 11****ORDINANCE FOR ADMISSION OF INTERNATIONAL STUDENTS****1) INTERNATIONAL AFFAIRS**

Aryavart University in compliance with the approval of the competent authority agreed in principle to open admissions to International Students. The intake of International Students shall start from the coming Academic Session 2023-2024. The University has created a separate entity to look after the matters related to admissions of International Students in terms of procedure, process, admission, and related administration. This new entity of the University is INTERNATIONAL AFFAIRS headed by a Director. The University has planned to provide accommodation to all the International Students.

1.1) Applicants seeking admission to such programmes are advised to send their applications on the prescribed form along with duplicate Photostat copies of the transcripts to The Director, International Affairs, administrative Building, Aryavart University.

1.2) The admission of International Students to Medical/Biotechnology and Engineering programmes is a privilege of the Ministry of External Affairs, Government of India, New Delhi. A number of seats in these programmes are reserved for the International Students of various countries. International students desirous of joining these professional programmes should contact the nearest Indian Embassy for the necessary information.

**2) INTERNATIONAL STUDENTS**

Under UGC Guidelines, 'International Students' will include the following:

2.1) Foreign students: Students holding passports issued by any foreign country including people of Indian origin who have acquired the nationality of foreign countries.

2.2) Non Resident Indians (NRI): Only those Non Resident Indian students who have studied and passed the qualifying examinations at schools or colleges in foreign countries will be included as International students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated



with the Boards of Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) which are affiliated to the Boards of Secondary Education or Universities of the foreign countries. The students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRIs studying in India will not be included as International Students. The entry level status of International Students on entry to the country will be maintained.

**3) DOCUMENTS REQUIRED FOR ADMISSION OF INTERNATIONAL STUDENTS:**

- 3.1) Visa:** All International Students will require a student Visa endorsed by this University for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a Research Visa endorsed by this University. The Visa should be valid for the prescribed duration of the course. A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.
- 3.2) No Objection Certificate:** Students are no longer required a No Objection Certificate (NOC) for joining professional courses. (This has been withdrawn by the Government of India vide letter No. F.No.33-17/2002-U.4 dated 20th August 2004.) All International Students wishing to undertake any research work or join a Ph.D. or M. Phil. programme will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India and this must be on the Research Visa endorsed to this University

**4) ADMISSION OF INTERNATIONAL STUDENTS :**

- 4.1)** Admission of all the International Students will be done through the University's Office of the International Affairs. The students will generally be admitted at the beginning of the course. However students can also be admitted as transfer cases in the middle of the course from other institutes with which there is an understanding for accepting the students as transfer cases.



- 4.2) The admission of international Students is done in two stages. First, a student wishing to join the University gets the application form and the information on the eligibility requirements, courses available and admission procedure from the prospectus or the website of the University. The application for provisional admission is then submitted to the International Student's Cell along with prescribed fees. The Cell will then check eligibility and issue the provisional admission letter. This is required to get the visa and to complete other formalities.
- 4.3) After getting provisional admission, the student should get the Student Visa and complete all other formalities. The student should then report for final admission to the University where he wants to join the course. The next step is to fill up the admission form from the concerned institute and pay the required fees. After this, the student should undergo the medical examination. Students are required to pass the English proficiency test if applicable. Once this is done, the final admission is given.
- 4.4) The International Students will have to pay the fees in US dollars. In special cases, permission will be given for payment of fees in Indian currency.
- 5) **EQUIVALENCE COMMITTEE :**
- 5.1) On the basis of the recommendations of the Board of Management, Aryavart University has constituted an Equivalence Committee for the verification of Certificate/Degrees of the International Students which shall be comprised of Dean Academics/Chairman Admissions as Chairman, and the Director, International Affairs, Concerned Deans of the Schools and Admission Coordinator as the members of the above mentioned committee. Some special members may also be invited if need arises.
- 6) **APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS :**
- 6.1) Applicants seeking admission to programmes of this University and have passed a recognized examination are advised to send their application form on the prescribed format along with duplicate Photostat copies of the transcripts to The Director, International Affairs, Aryavart University. International Students are exempted from entrance tests for admission. However, they should pass the equivalent Qualifying Examination from an Indian or any International University / Institution.



6.2) International students have to follow the following steps for applying for admission in different programmes of Aryavart University:

6.2.1 For those International Students who are already studying in India or have an Indian degree (for all programmes)

- Channelize their admission application form routed through their Embassy / High Commission / Consulate in India (for the purpose of verification of their educational qualifications viz. mark sheet, degree, etc.)
- Application form should be routed to University through Embassy / High Commission / Consulate addressed to The Director, International Affairs, Aryavart University.
- The Office of the International Affairs, Aryavart University will send the application to Department/School that applicant wants to join (Application must have a three options for their choice of programmes for each candidate.
- The Director, International Affairs, Aryavart University will issue provisional admission letter for applicant when receiving an approval letter from concern Department/School.
- This letter will be sent to the Embassy addressed to the First Secretary (in charge of Science, Technology & Education) which is a provisional admission letter.
- Then the First Secretary will inform the applicant to take admission in Aryavart University in their choice of program.
- The applicant will come back to their country of domicile for getting visa formalities (Student Visa for Diploma /Graduate/Post-Graduate courses; Research Visa for Ph.D. course).
- After getting the Student/Research VISA, they can get confirmed admission in their program of choice after paying the University Fee.
- Admission of International Students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.



- Within two weeks of arrival in India register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police

**6.2.2** For those International Students who are eager to apply from their own country (for all programmes):

- Channelize their admission application form routed through Indian Embassy/ High Commission/ Consulate in India (for the purpose of verification of their educational qualifications viz. mark sheet, degree, etc.). The rest of the procedures are the same as mentioned above.
- If the candidate meets the eligibility requirements and is found eligible, University will issue provisional admission letter to him.
- A copy of the same letter will be endorsed to the concerned Indian Embassy in the country of domicile of the candidate on the basis of which the concerned Embassy will issue a Research / Student's Visa so that the student can come to India and join the University.
- No International-Student shall be admitted to this University without Research, Student's Visa. Such Student's Visa will be extended by the Ministry of Home Affairs after ascertaining that student pursuing his studies, is receiving remittance through proper banking channels.
- The admission of International Students to Medical and Engineering programmes is done by the Ministry of External Affairs, Government of India, and New Delhi.
- A number of seats in these programmes are reserved for the nationals of various countries. International Students desirous of joining these professional programmes should contact the nearest Indian Embassy for necessary information.

**7) GENERAL ELIGIBILITY CRITERION FOR INTERNATIONAL STUDENTS :**

**7.1)** The Degrees/ Certificates of the International Students should have been recognized and approved by the Association of Indian Universities (AIU) and the Commonwealth Universities International Association of Universities (IAU) as equivalent to the corresponding Indian Degrees/ Certificates.

**7.2)** They hold a valid passport from their respective countries.

**8) ADDITIONAL ELIGIBILITY REQUIREMENTS :**



- 8.1) A candidate studying in the final year of or having qualified for a Degree in General Course of Study from Aryavart University or any other University/ Institution shall be entitled to apply for admission to the next higher course/Degree.
- 8.2) If the applicant has passed the qualifying examination where grades are awarded:
- 8.3) Where the grade sheet doesn't mention the equivalent percentage of marks from grade points, the candidate should submit a certificate of conversion from the concerned institution mentioning either the converted percentage or the formula for the actual conversion of grade point average to percentage of marks and
- 8.4) Where the grade sheet itself mentions the equivalent percentage of marks from the grade points or formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula and enclose it with the Application Form.

**Note: Candidates admitted to any course in this University shall not be eligible to pursue simultaneously any other full-time course in this or in another University/ Institution.**

**9) Eligibility for Admission to Under Graduate Programmes :**

- 9.1) Evidence of required academic performance must be in the form of certified English transcripts listing all the programmes with the grades or marks earned.
- 9.2) Transcripts in languages other than English are not acceptable.
- 9.3) Applicants for any of the Under-Graduate Course must have completed the 12 years or 10+2 years of formal schooling.
- 9.4) The applicants who have passed final School Certificate Examination of twelve year duration.
- 9.5) The minimum admission requirement in terms of the percentage of marks that are required by a candidate for being admitted to a course varies in many cases from Course to Course.

**10) Eligibility for Admission to Post-Graduate Programmes :**

- 10.1) For admission to a post-graduate programme of studies in any discipline, one must have completed 12 years or 10+2 years of formal education at the School level followed by a Bachelor's Degree. However, the admission to post-graduate programmes is rather restricted and the applicant with excellent academic records stands a fair chance of admission.



**11) Eligibility for Admission to M. Phil. and Ph. D. Programmes :**

11.1) Aryavart University also offers M. Phil. and Ph.D. Programmes of concerned Schools (as Per Ordinance No 12) The minimum admission requirement for the Research Degree (Ph.D.) is a post graduate degree of two years duration of any Indian University or any other degree recognized as equivalent to it. The admission for these programmes is very limited and is decided by the respective Schools on the basis of a very sound academic record along with a detailed research proposal.

**12) Age Requirements :**

12.1) No candidate is qualified for admission to the University in the first year of the degree course unless he is 18 years of age before the first day of October in the year in which he seeks admission. Likewise for post graduate and research programmes the applicant must be 20 years of age before the first day of October in the year in which admission is sought. However, the Admission Committee may give some relaxation to meritorious students.

**13) Transfers & Change of Course :**

13.1) An International Student who has been granted admission to a particular course shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed ordinarily. In exceptional cases, the International Students Cell may permit this, based on the availability of the course, eligibility rules and with the permission of the Competent Authority of the University.

**14) Government of India Scholars :**

14.1) International Students who are awarded scholarships by the Indian Council for Cultural Relation, New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different Foreign Governments for training and studies are also given preference for the same.

**15) VISA Requirements :**

15.1) The University shall issue a Bonafide Certificate to the International Student covering all the important information about the student like Name of the student, Gender, Date of Birth, Passport No., VISA No., Name of the programme, etc. for VISA requirements.

**16) Health or Medical Requirements :**



16.1) All the International Students required producing medical fitness certificate. As per government rules all International Students entering India on Student Visa have to be tested for HIV and will not be given admission if found to be positive. All the resident students (National/International) in the University Campus are covered under Health Insurance. For any medical emergencies, the University will facilitate medical aid to students.

**17) Discipline :**

17.1) The International Students will abide by all the rules of the University and the code of conduct as applicable to Indian students doing same courses.

**18) Examination and Award of Degrees & Diplomas :**

18.1) The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degrees will be the same as for the Indian students doing same courses.

The above rules will be applicable for admissions done after the issue of these rules. In case there are any differences on the interpretation of rules then the opinion of the Office of the International Affairs in consultation with the competent authority of the University will be final. The fees are subject to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the Universities authorities will be final.



## ORDINANCE NO. 12

### DOCTOR OF PHILOSOPHY (Ph.D.)

The Ordinance shall be called the "Ordinance" Governing the Doctoral Degree. The ordinance will be governed by the UGC (Minimum Standards and Procedure for Awards of M.Phil./PhD Degrees) Regulations, 2022 and as amended by the UGC from time to time.

#### 1. Eligibility criteria:

The following are eligible to seek admission to the Ph.D. program:

- 1.1 A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed
- or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-



Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- 1.2 Candidates who have completed the M.Phil programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

## 2. Duration of the Programme

- 2.1 Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 2.2 A maximum of an additional two (2) years can be granted through a process of re-registration; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

- 2.3 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240days in the entire duration of the Ph.D. programme.

## 3. Procedure for admission. -





- 3.1 The admission shall be based on the criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
- 3.2 University shall notify a prospectus well in advance on the university website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates. University shall adhere to the National/State-level reservation policy, as applicable
- 3.3 University may admit students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview.

And/or

University may admit students through an Entrance Test conducted at the University level. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject- specific.

- 3.4 Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- 3.5 A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ ST/ OBC/ differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- 3.6 University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- 3.7 Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.
- 3.8 University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the



registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

**4. Allocation of Research Supervisor-** Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

**4.1** Permanent faculty members working as Professor/Associate Professor of University with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in University with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university would be in violation of these Regulations.

**4.2** For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by university, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfil the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same school or another school of the University or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.





- 4.3 In case of interdisciplinary/multidisciplinary research work, if required, a co-Supervisor from outside the School/University may be appointed.
- 4.4 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- 4.5 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of the research already undertaken.
- 4.6 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
5. **Admission of International students in Ph.D. program:**
  - 5.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 4.4 above.
  - 5.2 The University may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
6. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 4.4 and clause 5.1.
7. **Course Work. - Credit requirements, number, duration, syllabus, minimum standards for completion, etc.**
  - 7.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC



vide D.O. No. F.1 1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

- 7.2 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorials or laboratory work and evaluations.
- 7.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

8. **Research Advisory Committee and its Functions.** - There shall be a Research Advisory Committee or an equivalent body concerned for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- 8.1 To review the research proposal and finalize the topic of research.
- 8.2 To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to take.
- 8.3 To periodically review and assist in the progress of the research work of the Ph.D. Scholar.
- 8.4 Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 8.5 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest



corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

**9. Evaluation and Assessment Methods, minimum standards/credits for award of the degree etc.-**

- 9.1 Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (3) of Regulation 7 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- 9.2 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the University, which shall also be open to all faculty members and other research scholars/students.
- 9.3 The University shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all research activities leading to the award of a Ph.D. degree.
- 9.4 A Ph.D. scholar shall submit the thesis for evaluation; along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- 9.5 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. University may



formulate appropriate rules/ordinances to effect the provisions of this Regulation

9.6 The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

9.7 The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

**10. Academic, research, administrative, and infrastructure requirements to be fulfilled by colleges for getting recognition for offering Ph.D. programs:**

10.1 Post-graduate School offering 4-year Undergraduate Programmes and/or Post-graduate Programmes, may offer Ph.D. programmes, provided they satisfy the availability of eligible Research Supervisors, required infrastructure, and supporting administrative and research facilities as per these Regulations.

**11. Ph.D. through Part-time Mode-**

11.1 Ph.D. programs in part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

11.2 The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

11.3 The candidate is permitted to pursue studies on a part-time basis.

11.4 His/her official duties permit him/her to devote sufficient time for research.



- 11.5 If required, he/she will be relieved from the duty to complete the course work
12. Notwithstanding anything contained in these Regulations or any other law, for the time being in force, University may not conduct Ph.D. programmes through distance and/or online mode.
13. **Grant of M.Phil Degree.** - Higher Educational Institutions shall not offer the M.Phil (Master of Philosophy) program.
14. **Issuing a Provisional certificate.**- Prior to the actual award of the Ph.D. degree, the degree- awarding University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.
15. **Award of Ph.D. degrees prior to Notification of these Regulations.** - Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil Degree programmes commencing prior to the enactment of these Regulations.
16. **Depository with INFLIBNET.** - Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.
17. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee duly constituted for this purpose. The decision of Vice-Chancellor shall be final.



**ORDINANCE NO. 13**  
**Doctor of Literature (D.Litt.), Doctor of Science**  
**(D.Sc.) and Doctor of Laws (LL.D.) Programs**

**I- INTRODUCTION**

1. These Ordinance Shall be called the **Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs**.
2. The Degree of **D.Sc./ D.Litt./ LL.D.** Shall be conferred on the candidates who fulfills the requirement as specified in these ordinances.
3. The degrees assigned to various faculties are as detailed below :-  
**D.Litt. : Arts, Humanities and Social, Education, Commerce, Management, Yoga and Physical Education.**  
**D.Sc. : Science, Engineering, Medicine, Engineering Science, Ayurveda, Home Science, Life Science and Technology.**  
**LL.D. : Laws.**

**II- ELIGIBILITY**

1. A Candidate shall be eligible for registration for **D.Sc./ D.Litt./ LL.D.** if he/ she holds the degree of doctor of philosophy of at least five years standing of this university or any university/ deemed university recognized by this university and must have published at least 10 papers in standing research journal or published research papers by the research degree committee.

**III- APPLICATION**

1. A Candidate for **D.Litt./ D.Sc./ LL.D.** degree must apply for registration of his subject on the prescribed application form obtainable on payment of prescribed fee starting :-
  - a. His qualification and experience.
  - b. Subject in which he/she propose to work
  - c. The topic of research.
  - d. The application shall also be accompanied by:
    - (a) Registration fee-as decided time to time by the university.



- (b) A certificate from the Head of the University Teaching Department School of Studies/Head of a Research Institute Recognized for the purpose by the university, testifying that adequate Facilities exist and shall be provided to the candidate if registered. There Shall be no supervisor of the candidate and he/she shall have to work independently Provided that a candidate, if he/she so desires, may have person (s) of merit in the subject as advisor(s).
- (c) Attested copies of the statements of marks of graduate and master's degree examinations and Ph.D. degree.
- (d) Migration certificate along with enrollment form and the requisite fee.
- (e) List of publications of the candidate together with a copy of each of the publication.
- (f) Ten typed copies of detailed synopsis of the proposed topic of research furnishing present. State of- Arts, a review of literature, proposed line of investigation with detailed methodology and relevant bibliography
- (g) Application for registration may be submitted any time during the academic year.

#### IV- FACULTY RESEARCH COMMITTEE AND RESEARCH DEGREE COMMITTEE

- I. Subject to the general superintendence of the Academic Council, a committee, namely, the Faculty Research Committee (FRC) shall deal with all matters connected with the D.Sc/ D.Litt./ LL.D. programme of the University in accordance with these Ordinances. However, the registration shall be formally approved only by a Research Degree Committee.

**The constitution of the FRC shall be as follows**

- i. Dean of the faculty - Chairman
- ii. Two experts from the concerned faculty, nominated by Vice Chancellor - Members
- iii. Minimum one external expert of the concerned field of the rank of university professor to be appointed by Vice Chancellor from the panel - Member of at-least four names given by the Dean



iv. Concerned Head of the Department/ Coordinator  
of the school

- Secretary

2. The FRC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The FRC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates.
3. The Academic section shall intimate each candidate recommended by the FRC to submit their synopsis.
4. Within three months after the receipt of the Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs of scrutiny, the candidate after paying prescribed fee and shall be entitled for submission of synopsis.
5. The constitution of Research Degree Committee shall be as follow:
  - I. The Vice Chancellor
  - II. The senior most Professor of the University in the subject.
  - III. Dean of the Faculty.
  - IV. Head of the University Teaching Department/School of Studies of the concerned subject.
  - V. Chairman, Board of Studies in the subject.
  - VI. Two external experts of the concerned field in the rank of University Professor to be appointed by the Vice Chancellor from the panel at least four names given by the Dean of the Faculty after perusal of the detailed synopsis submitted by the candidate.

Two external subject experts and two other members i.e. four in all shall form the quorum. Meeting of Research Degree Committee shall be held in the University Office.



#### V- ADMISSION

1. The candidate will have to submit synopsis in 10 copies to the Academic Section of the University.
2. The application of the candidate recommend by FRC for registration shall be placed before the Research Degree Committee and he/she shall make an oral presentation of the proposed work.
3. Committee shall recommend suitability of the topic of research and the registration of the candidate for the **D.Litt./ D.Sc./ LL.D.** degree, as the case may be. On approval the committee, the candidate shall be deemed to have been registered from the date the meeting or the date of the submission of application in the university.
4. The candidate shall finally be enrolled on payment of the first term fee to university.
5. Candidate shall ordinarily be permitted to work for **D.Litt./ D.Sc./ LL.D.** degree the subject in which he has obtained his Ph.D. degree. He/she may, however, be allowed in a subject, of interdisciplinary nature.

#### VI- SUBMISSION OF THESIS

1. The candidate, after registration, shall send his six-monthly progress report along with certificate of payment of six-monthly fees from the Head of the Institution Where he/she is working. If two subsequent reports together with the certificate of the payment fees are not received in the office the registration shall stand automatically cancelled.
2. The candidate shall not be allowed to submit the thesis for evaluation earlier than 3 years from the date of his/her registration and not later than 5 years. Further extension of one year may be granted by the Vice Chancellor on valid reasons (s) on payment of a prescribed fee of to the university. After the expiry of this period of extension the registration shall be cancelled.
3. Six months before the candidate intends to submit the thesis after having published three research papers in standard Research Journals or publications of merit after registration for **D.Litt./ D.Sc./ LL.D.**, the candidate shall inform the Registrar of his intention of submitting the thesis. The Registrar shall arrange for an oral presentation of work by the candidate before a Screening committee.
  - a) Screening committee consisting of the following members:



- i. Vice Chancellor
- ii. Senior most Professor of University Teaching department/School of Studies in the subject.
- iii. Dean of the Faculty.
- iv. Head of the University Teaching Department/School of Studies in the subject, if any.
- v. Chairman, Board of Studies of the subject.
- vi. One external subject expert nominated by the Vice Chancellor preferably from amongst the experts of R.D.C. approving the registration of the candidate.

One external subject expert and two other members shall form the quorum for this purpose.

The presentation shall be made at the place/through video Conference facility and time fixed by the University.

- b) The Screening Committee shall have following powers:
  - i. To approve the work for the submission of thesis.
  - ii. To suggest modifications, if any along with reason (s) to be recorded by the committee.
- c) The presentation by the candidate shall be open to all interested and shall be announced on the Notice Board at least a week in advance by the Registrar.
4. The work of the candidate shall comply with the following conditions to merit the award of the degree:

It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.

It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.

It must be a scholarly work of high quality.

It must be the work done during the last five years before the submission of the thesis.

It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to



books/ monographs, etc . Out of which at least two must be authored solely by the candidate

It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.

5. The candidate shall submit the thesis as per the following guidelines:
  - a. Five copies of the thesis in hardbound form.
  - b. The thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
  - c. A soft copy of the thesis in CD.
  - d. A declaration by the candidate that the thesis has not been submitted for any other degree or diploma, as per the format given in **Annexure - A**.
  - e. A certificate from the Advisor, Head of the Department/Coordinator of the School and the Chairman of the FRC that the thesis has been submitted for the award of the concerned degree of the University, as per the format given in **Annexure - B**.
  - f. The thesis shall be either in English or in Hindi except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
  - g. Three independent research papers published in standard journals or publications of merit on the subject of thesis.
6. The Registrar shall obtain from the external expert of the Screening committee a panel of at least six names including two foreign experts in the subject, not below the rank of University Professor who can be appointed examiners, in a sealed envelope for the consideration of Examination Committee constituted under the Act.
7. After being permitted by the Screening Committee referred to above, the candidate shall submit four typewritten copies or photo copies of the thesis, six copies of approved synopsis and six copies of summary together with prescribed examination fee. The published papers/works must be incorporated either as a part of text or as appendix in the thesis. The candidate shall furnish a certificate to the effect that the work embodied in the thesis has not been submitted for the award



of any degree either of this university or any other university or deemed university and that it contains his own work

- a. On receipt of the thesis the Registrar shall call upon the Examination Committee constituted " of the Adhiniyam to draw a panel of six names, taking into consideration the panel submitted by the expert of the screening committee, of the experts in the field of research not below the rank of University Professor, including foreign experts.
- b. The Vice Chancellor shall appoint three examiners in accordance with the provisions of the Adhiniyam of which one should invariably a foreign examiner.
- c. The examiners appointed by the Vice Chancellor shall be approached in writing for their consent of evaluate the thesis together with the copies of approved synopsis and the summary of the thesis. On receiving the acceptance the thesis shall be sent to the examiners.

Provided that if a foreign examiner is appointed by the Vice Chancellor and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL.

- d. In the event of the report of the thesis not received within three months from the date of dispatch of the thesis, the Vice Chancellor may cancel the appointment and such examiner shall be asked to return the thesis along with all the documents. The Vice Chancellor shall appoint another examiner in place of such an examiner.
8. The examiner may seek clarification of the subject matter of the thesis form the candidate through the Registrar. The Registrar shall pass on the queries to the candidate without disclosing the identity of the examiner and the clarification obtained from the candidate shall be forwarded to the examiner. The provision shall be incorporated in the Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs to be sent to the examiner while sending the thesis.
9. The examiners must give specific opinion on the following points :



- i. Whether the thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facts and theories.
  - ii. How far it evinces candidate's capacity for original thinking, critical examination and sound judgment?
  - iii. Whether the thesis is satisfactory in point of language and presentation of subject matter.
  - iv. Whether the thesis be approved for **D.Litt./ D.Sc./ LL.D.** degree
  - v. The examiner must also furnish a detailed report on the thesis together with a set of questions to be asked at the time of Viva-voce examination.
  - vi. In case the examiner suggests for an improvement of thesis, he must give a detailed report on the lines on which the thesis be modified and resubmitted.
10. The **D.Litt./ D.Sc./ LL.D.** degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate along with at least three independent research papers published in standard journals of publications of merit on the subject of thesis.
- 11.
- (i) If all the three examiners approve the thesis, the candidate shall be called upon to appear at the viva-voce examination as per the provisions of the Ordinance.
  - (ii) If two examiners approve the thesis and the third rejects/ recommends revision the thesis shall sent to a fourth examiner (without the report of earlier examiners) appointed by the Vice Chancellor for evaluation. The opinion of the fourth examiner shall be final.
  - (iii) In case all the three examiners recommend revision/rejection or two examiners recommend revision/rejection and the third accepts, the thesis shall stand rejected.
  - (iv) In case the candidate is asked by the fourth examiner to revise under section 14(ii) the candidate shall be permitted to revise the thesis on the lines suggested by the examiner(s). The comments of the examiner(s) shall be made available to the candidate without disclosing the identity of the examiner. The candidate shall submit the revised thesis not earlier than six



months and not later than eighteen months from the date the candidate is asked to revise the thesis. He/she shall have to pay a fee as prescribed by the University at the time of resubmission

In case one of the examiners of the revised thesis recommends for the award then the candidate shall be called upon to appear at viva-voce examination. In case both the examiners reject or one reject and the other recommend for revision or both recommend for revision the thesis shall be rejected.

**12.**

- (i) If the thesis is finally approved under sections 11(i), (ii) and (iv) the candidate shall be called upon to appear for a viva-voce examination conducted by at least two external examiners. All the three examiners shall be invited to conduct the viva-voce examination.
- (ii) The viva-voce examination shall be conducted at the University Teaching Department/School of Studies on the date, time and place notified by the Registrar which shall be put on the notice board at least a week in advance.
- (iii) The candidate shall present the work embodied in the thesis before the board of examiners, faculty members, research scholars and other interested person. After the presentation, the examiners appointed for the viva-voce examination shall ask questions to the candidate. Others may submit their questions in writing to external examiners. Who may put such of those questions to the candidate as they deem fit. The examiners may also ask question beyond the scope of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the subject on which he has submitted the thesis.
- (iv) In case of divergence of opinion between the thesis examiners a viva-voce examiners or the divergence of opinion between the viva-voce examiners the candidate shall be asked to reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners at the second examination, his thesis shall finally be rejected.

- 13.** After the viva-voce examination the recommendations shall be reported to the Executive Council for approval. After the approval of Executive Council for the



award of D.Litt./ D.Sc./ LL.D. degree to the candidate, one copy of the thesis shall be kept in the University Library, another in the Library of the Institution where he/she prosecuted his/her research work, and the remaining two copies shall be returned to the candidate.

The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis.

14. After the declaration of the result, the successful candidate on payment of a fee as prescribed by the University may be provided the copies of reports of the examiner without disclosing their names.
15. The candidates who have already been registered for D.Litt./ D.Sc./ LL.D. degree under the repealed Ordinance will continue to be governed by the provisions of the repealed Ordinance.

The candidate who has applied for registration but have not been registered till this Ordinance comes into force shall be governed by the provisions of this Ordinance.

16. On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of the Adhiniyam.



## Appendix-A

## DECLARATION BY THE RESEARCH SCHOLAR

I declare that

1) The research work presented in the thesis entitled

\_\_\_\_\_

is my own work except as acknowledged in the text and footnotes.

2) There is no plagiarism in the research work reported in the thesis.

3) I completed the research work under the supervision of Dr.

\_\_\_\_\_ (Supervisor) and Dr. \_\_\_\_\_ (Co-Supervisor) at the \_\_\_\_\_ (Name of the centers) supported by the university.

4) I have put in more than 200 days of attendance after completing Ph.D. course work with the Supervisor or at the center.

5) To the best of my knowledge, this thesis has not been submitted either in whole or in part, for award of any other degree/ diploma at this University or at any other such institution.

Besides this –

- i) I have successfully completed the Ph.D. Course work as per UGC Regulations 2016 norms.
- ii) I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested on the basis of feedback and comments received.
- iii) I have published \_\_\_\_\_ (Number) \_\_\_\_\_ research paper(s) is referred journal(s) and presented \_\_\_\_\_ (Number) \_\_\_\_\_ research papers in conferences / seminars from the research work of the thesis. I have also produced evidence of the same in the form of reprints and / or presentation certificates.

Date \_\_\_\_\_

Signature of the Research Scholar

Forwarded by

Signature of the Supervisor

Signature of the Co-Supervisor



## Appendix - B

**CERTIFICATE OF THE SUPERVISOR**  
**CERTIFICATE**

**This is to certify that the work entitled.....**

**Is a piece of research work done by Shri/Smt./Ku .....**

**Under my/our Supervision for the award of degree of Doctor of Philosophy of  
Aryavart University, Sehore M.P. India. That the candidate has put in an  
attendance, of more than 200 days after completing Ph.D. course work, with me.**

**To the best of my knowledge and belief the thesis:**

- i) Embodies the research work done by the candidate himself/herself.**
- ii) Has duly been completed.**
- iii) Fulfills the requirements of the ordinance relating to the Ph.D. degree of  
the University: and**
- iv) Is upto the standard both in respect of contents and knowledge for being  
referred to the examiner.**

**Signature of the Supervisor**

**Supervisor**

**Date:.....**

**Signature of the Co-**

**Supervisor**

**Date:.....**

**Forwarded**

**Signature of Head / Principal of the Research Center**



**ORDINANCE NO. 14****BACHELOR OF ARTS (B.A.)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Arts (B.A.) programmes of Undergraduate Degree  
(CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Arts “B.A.” (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) *Three/Four years (Hons/Research) Bachelor of Arts (B.A.) Degree Program* shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme Bachelor of Arts (B.A.)
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)
  - d. Discipline Specific Elective (16 credits)



- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/internship/apprenticeship/community engagement and service/research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's



degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

#### 4th Year

**Entry 4.** An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;



- Credits' for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

## 9) TYPES OF COURSES

Courses are the basic units of education and/or training. Types of courses shall be as follows:

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - b. **Dissertation/Project:** An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for



bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability *Enhancement* Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts



faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### **10.2 Second Year (Level 6):**

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### **10.3 Third Year (Level 7):**

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

#### **10.4 Fourth Year (Level 8):**

- a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.
- b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.
  - The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### **10.5 Credit Distribution for Semester:**

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### **10.6 Additional Courses:**

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II	Subject III	Generic Elective Course						
Level 5	1	1 (6Credits)	Minor 1 (6Credits)	1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)			# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
Level 7	5	1 (6Credits)				1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree in Main Faculty
	6	1 (6Credits)						DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
								DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)		(160) Bachelor Degree (Honours) in Main Faculty
Level 8	7	1 (6Credits)	Research Methodology (4 Credits)							6+4+4+6 =20	Bachelor Degree (Honours) in Main Faculty
	8	1 (6Credits)	1 (4 Credits)						(10Credits) Research Project	6+4+10 =20	Bachelor Degree (Research) in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits		



**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
  - a.** The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - b.** Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c.** While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will <sup>del</sup>not be refundable <sup>with Govt. Rules</sup> in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3

- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3
- v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.



- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.







**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where  $ci$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $pi$  is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i= 1,2 .....n$  are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where  $NCj$  is the number of total credits offered in the  $J^{th}$  semester,  $SGj$  is the SGPA earned in the  $J^{th}$  semester, where  $j=1, 2 ..... m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
  - vi. Equivalent Percentage = CGPA x10
  - vii. The percentage will be rounded off up to second decimal point.
  - viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
  - ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
  - x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- 19) Credit Transfer:
- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
  - ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
  - iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
- The admission to the B.A. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The various Branch/Discipline in the B.A. programmes in the Faculty of Arts & Humanities / School of Arts & Humanities, shall include in the fields of History, Sociology, Psychology, Philosophy, Geography, Political Science, Economics, Applied Economics, Public Administration, Hindi, English, Sanskrit, Home Science, Education, Physical Education, Maths, Statistics, Computer Application, Management, Commerce,



Social Work, Rural Development, Criminology, Entrepreneurship, Operation Research, Public Relations & Advertising, Public Health, Government & Politics, Yoga, Yogic Science, Market Research, Public Policies, Social Work, History & culture, Military Science, Music, Dance, Theatre, Drawing & Painting, Sculpture, Applied Arts, Graphic Design, Visual Arts and Design, Sketching, Art History, Social work, Public Health, Rural Development, Anthropology, Public Administration, Social Research, Sociology.

- 26) The list of various specializations of **B.A.** courses shall include the current courses/programme as well as proposed in future. However, all **B.A.** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Arts & Humanities** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses** of **Three/Four Year** duration, Regular in nature, full time in the area of **Arts & Humanities and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 15****BACHELOR OF SCIENCE (B.Sc.)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Science (B.Sc.) programmes of Undergraduate  
Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Science “B.Sc.” (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Basic & Applied Science / School of Science, School of Computer Sciences & Applications (as per Ordinance No 02)**
- 3) **Course Applicability –**
  - 3.1) *Three/Four years (Hons/Research) Bachelor of Science (B.Sc.) Degree Program* shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme Bachelor of Science (B.Sc.)
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)
  - d. Discipline Specific Elective (16 credits)



- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

*Entry 1:* The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

*Exit 1:* If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

#### 2nd Year

*Entry 2.* The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

*Exit 2:* If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

#### 3rd Year

*Entry 3.* The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

*Exit 3:* If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's



degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

#### 4th Year

**Entry 4.** An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;



- Credits for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

## 9) TYPES OF COURSES

**Courses are the basic units of education and/or training. Types of courses shall be as follows:**

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - b. **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for



bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts



faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### **10.2 Second Year (Level 6):**

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### **10.3 Third Year (Level 7):**

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

#### **10.4 Fourth Year (Level 8):**

- a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.
- b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.
  - The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### **10.5 Credit Distribution for Semester:**

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### **10.6 Additional Courses:**

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (ABC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title(Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6Credits)	Minor 1 (6Credits)	Generic Elective Course 1 (4Credits)	Vocational Course 1 (4Credits)	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(120) Bachelor Degree in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)	1 (4Credits)			6+6+4+4 =20	(160) Bachelor Degree (Honours) in Main Faculty
	5	1 (6Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Research) in Main faculty
Level 7	6	1 (6Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	7	1 (6Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	8	1 (6Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4 +10 =20	
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	



12) Choice to Select the MOOC Courses:

- 12.1 The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2 The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3 The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4 The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5 The University will take a decision for allowing the online courses of SWAYAM if:
- a. The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6 The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



- hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
  - iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
  - iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
  - v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- x. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xi. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiii. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xiv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xv. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvi. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.







**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University SWAYAM portal, UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the **i<sup>th</sup>** subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the **i<sup>th</sup>** subject, where **i= 1,2 .....n** are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the **J<sup>th</sup>** semester, **SGj** is the SGPA earned in the **J<sup>th</sup>** semester, where **j=1, 2 ..... m** are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows: \_



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

**19) Credit Transfer:**

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
- i. The admission to the **B.Sc.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The various Branch/Discipline in the **B.Sc.** programmes in the **Faculty of Basic & Applied Science / School of Science, School of Computer Sciences & Applications** shall include in the fields of Physics, Applied Physics, Chemistry, Applied Chemistry, Mathematics, Applied Mathematics, Micro Biology, Bio-Technology, Bio-Science, Bio Chemistry, Zoology, Botany, Statistics, Environmental Science & limnology, Geology,



Bio Informatics, Industrial Micro Biology, Food Science, Food technology, Dairy Science, Dairy Technology, Food Processing, Food Packaging, Nutrition, Seed Technology, Yogic Sciences, Multimedia, Pharma Chemistry, Drug Discovery, Chemical Science, Computers & Data Analytics, Earth Science, Electronic Media, Neuroscience, , Cyber Law, Cyber Security, Police Science, Home Science, Forensic Science, Cyber Forensic, Computer Forensics, Forensic Toxicology, Forensic Ballistics, Forensic Biology, Forensic Chemistry, Forensic Psychology, Forensic Entomology, Forensic Serology, Financial Forensic Audit, Design Communication, Print Making, Visual Arts, Film Making, Computer Graphics, Animation, VFX and Film Making, Photography, Fashion Design, Fashion Technology, Interior Design, Textile Design, Apparel Design and Fabrication Technology, Apparel Design and Fashion Technology, Art for Drawing Teacher, Beauty and Hair Dressing, Beauty Culture, Beauty Culture and Cosmetology, Commercial Art, Commercial Practice, Commercial Practice (KAN and ENG), Cosmetology, Costume Design and Dress Making, Costume Design and Garment Technology, Craft Technology, Fashion and Apparel Design, Fashion Design and Garment Technology, Fine Arts, Garment Technology, Home Science, Interior Decoration, Travel and Tourism. Accessory Design, Animation, Applied Arts and Crafts (Fashion and Apparel Design), AR and CR for Films, Audiography, Cinematography, Commercial Art, Digital Imaging, Film and Media, Film and Television, Film Direction, Film Editing, Fine Art (Sculpture), Fine Art (Animation), Fine Art (Ceramics), Fine Art (Metal Craft), Fine Art (Photography), Gaming Technology, Media Production Management, Product Design, Screen Acting, Script Writing, Sound Recording and Sound Design, Television, Visual Effects, Virtual Production. Advertisement and Public Relation, Applied Art (Visual Communication Design), Applied Art (Communication Design), Applied Art (Illustration), Customer Service Management, Direction, Electronic Cinematography, Feature Film Screenplay Writing, Film Archiving, Film Studies, Painting Mural, Sound Recording and Television Engineering, Video Editing, Visual Communication and Communication Design, Medical Lab Technician (MLT), O.T. Technology, Cardiac Care Technology, Perfusion Technology, Neuro Science Technology, Renal Dialysis Technology, Respiratory Care Technology, Anaesthesia Technology, Imaging Technology, Radiotherapy Technology, Computer Application, Computer Science, Information Technology, Web Technology, Computer Data Analytics,



- Cyber Security, Animation & Multimedia, Graphics Design, Automation, Networking, Information Security, E-commerce, Artificial Intelligence, Satellites and Mobile communication.
- 26) The list of various specializations of **B.Sc.** courses shall include the current courses/programme as well as proposed in future. However, all **B.Sc.** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Science, Computer Sciences & Applications** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses** of **Three/Four Year** duration, Regular in nature, full time in the area of **Science, Computer Sciences & Applications and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 16****BACHELOR OF COMMERCE (B.Com.)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years (Hons/Research) Bachelor of Commerce (B.Com.) programmes of Undergraduate Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Commerce “B.Com.” (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Commerce**
- 3) **Course Applicability –**
  - 3.1) *Three/Four years (Hons/Research) Bachelor of Commerce (B.Com.) Degree* Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor

6) **Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Commerce (B.Com.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (**48 credits**)
  - b. Disciplinary/interdisciplinary/Minor (**32 credits**)
  - c. Generic Elective (**16 credits**)



- d. Discipline Specific Elective (16 credits)
- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

#### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

#### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the



*Undergraduate Degree in the faculty of her/his Major Subject.* A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

#### 4th Year

*Entry 4.* An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

*Exit 4:* If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:



- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

#### 9) TYPES OF COURSES

Courses are the basic units of education and/or training. Types of courses shall be as follows:

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - b. **Dissertation/Project:** An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is



considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student



passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### 10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### 10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

#### 10.4 Fourth Year (Level 8):

- a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.
- b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.
  - The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### 10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### 10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



1.1) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(80) Undergraduate Diploma in Main Faculty
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(120) Bachelor Degree in Main Faculty
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 7	7	1 (6 Credits)	Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160) Bachelor Degree (Honours) in Main Faculty
	8	1 (6 Credits)	1 (4 Credits)					Research Project 1 (10 Credits)	6+4+10 = 20	Bachelor Degree (Research) in Main Faculty
	Total	48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

1.1.2



**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- a. The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities, Companies/Industries with the approval of UTD.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



- hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
  - iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
  - iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
  - v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.



- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



#### Table 4: Structure of Credit Course (Semester System)

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**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$\text{SGPA} = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the  $i^{\text{th}}$  subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i=1, 2, \dots, n$  are the number of subjects in that semester.

- iii. **CGPA** is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$\text{CGPA} = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the  $J^{\text{th}}$  semester, **SGj** is the SGPA earned in the  $J^{\text{th}}$  semester, where  $j=1, 2, \dots, m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

**19) Credit Transfer:**

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
  - i. The admission to the **B.Com.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The **various Branch/Discipline** in the **B.Com.** programmes in the **Faculty of Commerce & Management Studies / School of Commerce** shall include in the fields of Accounting & Finance, Banking & Finance, Accounting & Taxation, . Business Administration, Applied Economics, E-commerce, Financial accounting, Banking & Insurance, Human



- Resources, Entrepreneurship, Accounting & Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Computer Application, Law, Operations Management, Foreign Trade.
- 26) The list of various specializations of **B.Com.** courses shall include the current courses/programme as well as proposed in future. However, all **B.Com.** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Commerce & Management** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses** of **Three/Four Year** duration, Regular in nature, full time in the area of **Commerce & Management and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



## ORDINANCE NO. 17

## BACHELOR OF COMPUTER APPLICATION (B.C.A.)

*Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Computer Application (B.C.A.) programmes of  
Undergraduate Degree (CBCS Semester Mode)*

- 1) Title of the Degree – Bachelor of Computer Application (B.C.A.) (Hons/Research)
- 2) Name of Faculty / School – Faculty of Basic & Applied Science / School of Computer Sciences & Applications
- 3) Course Applicability –

3.1) *Three/Four years (Hons/Research) Bachelor of Computer Application (B.C.A.)*

Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P

3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4) Eligibility for Admission :

Candidate who have passed the duly recognized following examination:-

- Passed 10+2 examination with 45% marks and mathematics as compulsory or an additional subject.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure –



Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

6) **Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Computer Application (B.C.A.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)



- d. Discipline Specific Elective (16 credits)
- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

#### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

#### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the



*Undergraduate Degree in the faculty of her/his Major Subject. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.*

#### 4th Year

*Entry 4.* An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

*Exit 4:* If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

Table-1: Qualification Type and Credit Requirements --

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:



- One hour of theory or one hour of tutorial or two hours of laboratory work per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

#### 9) TYPES OF COURSES

Courses are the basic units of education and/or training. Types of courses shall be as follows:

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - b. **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is



considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability *Enhancement* Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student



passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### 10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### 10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

#### 10.4 Fourth Year (Level 8):

a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

- The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### 10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### 10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	1 (6Credits)	1 (6Credits)	1 (4Credits)	Vocational Course	1 (4Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 =20	
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 =20	
Level 7	5	1 (6Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(120) Bachelor Degree in Main Faculty
	6	1 (6Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
Level 8	7	1 (6Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main Faculty
	8	1 (6Credits)	1 (4 Credits)					(10Credits) Research Project	6+4+10 =20	Bachelor Degree (Research) in Main Faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	



12) Choice to Select the MOOC Courses:

- 12.1 The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2 The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3 The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4 The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5 The University will take a decision for allowing the online courses of SWAYAM if:
- a. The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities, like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6 The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities, Companies /Industries with the approval of UTD.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



- hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
  - iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
  - iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table3.
  - v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- passing percentage of marks, then grading will be done in the following manner.
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
  - viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
  - ix. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
  - x. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
  - xi. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
  - xii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
  - xiii. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
  - xiv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
  - xv. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
  - xvi. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Total Marks
		Theory	Practical	Internship	Internal (Through CCE)	External (End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Core/GE/DSE (6)	6	NA	NA	40	60	NA	NA	NA
2	Core/DSE/GE (6)	4	2	NA	40	60	40	60	NA
3	Core/DSE/GE (6)	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core/DSE/GE (6)	5	NA	1	40	60	NA	NA	100
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60	NA	NA	NA
6	DSE/SEC (Vocational Courses) (4)	3	1 (P, T, W, etc)	NA	40	60	NA	100	NA
7	DSE/SEC (Vocational Courses) (4)	1	3 (P, T, W, etc)	NA	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (Vocational Courses) (4)	3	NA	1	40	60	NA	NA	100
9	A.ECC (Foundation Course) (4)	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA							
11	Research Methodology(4)	3	1 NA	1	40	60	NA	NA	100
12	Dissertation (10)	NA							

(i) Field-Projects / Internship / Apprenticeship / Community engagement & service 4 Credits (75 Marks)  
(ii) Evaluation of Report 2 Credits (25 Marks)

Evaluation of Thesis 6 Credits (50 Marks) & the submission viva voce 2 Credits (20 Marks)



## 17) Evaluation and Certification of MOOCs and Vocational courses:

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

## 18) Calculation of SGPA/CGPA:

i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

iii. **CGPA** is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the  $J^{th}$  semester, **SGj** is the SGPA earned in the  $J^{th}$  semester, where  $j=1, 2, \dots, m$  are the number of semesters in that course.

iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage = CGPA x10
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

**19) Credit Transfer:**

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
  - i. The admission to the **B.C.A.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The various Branch/Discipline in the **B.C.A.** programmes in the **Faculty of Basic & Applied Science / School of Computer Sciences & Applications** shall include in the fields of Computer Application, Computer Science, Information Technology, Web Technology, Computer Data Analytics, Cyber Security, Animation & Multimedia,



Graphics Design, Automation, Networking, Information Security, E-commerce, Artificial Intelligence, Satellites and Mobile communication

- 26) The list of various specializations of **B.C.A.** courses shall include the current courses/programme as well as proposed in future. However, all **B.C.A.** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Computer Sciences & Applications** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses** of **Three/Four Year** duration, Regular in nature, full time in the area of **Computer Sciences & Applications and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



फार्म (व)

म.प्र.निजी विश्वविद्यालय विनियामक आयोग, भोपाल

## अध्यादेश का परीक्षण प्रतिवेदन

विश्वविद्यालय का नाम - आर्यावर्त विश्वविद्यालय, सीहोर

अध्यादेश क्रमांक - 17

अध्यादेश का नाम - E-14

संकाय -

प्रमाणित किया जाता है कि मेरे द्वारा आज दिनांक 2/9/23 को उक्तानुसार प्रस्तावित अध्यादेश क्रमांक 17 का परीक्षण किया गया है उक्त अध्यादेश विश्वविद्यालय की विद्या परिषद से अनुमोदित है एवं यूजीसी तथा संबंधित विनियामक परिषदों के मापदण्डों के अनुरूप पाया गया है एवं मैं संबंधित अध्यादेश को राजपत्र में प्रकाशन की अनुशंसा करता/ करती हूँ।

विषय विशेषज्ञ का नाम :- Dr. Anurag Singh

पदनाम :-

हस्ताक्षर :-

संस्था :-

मोबाईल नंबर :- 9893017555

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## ORDINANCE NO. 18

### BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

*Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Business Administration (B.B.A.) programmes of  
Undergraduate Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Business Administration (B.B.A.) (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Management Studies.**
- 3) **Course Applicability –**
  - 3.1) *Three/Four years (Hons/Research) Bachelor of Business Administration (B.B.A.) Degree Program* shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC, Government of M.P. and concerned Regulatory Authority.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination or equivalent examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Admissions shall be according to the criteria made by the Admission Committee of the university and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee constituted by Vice-Chancellor.
- 6) **Specialization Distribution –**



Admission to the particular branch of study shall be as decided by the University on the basis of counselling /personal interview

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Business Administration (B.B.A.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)
  - d. Discipline Specific Elective (16 credits)
  - e. Skill Enhancement Courses/Vocational Courses (12 credits)
  - f. Ability Enhancement Courses (08 credits)
  - g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).

Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:



### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

### 2nd Year

**Entry 2:** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

### 3rd Year

**Entry 3:** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

### 4th Year

**Entry 4.** An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who



meet a minimum C.G.P.A. of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
  - Credits for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
- iv. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.



- v. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/ transferred as and when she/he enters the programme again.
- vi. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students. Rules of the govt/ regulatory body will be applicable.

## 9) TYPES OF COURSES

**Courses are the basic units of education and/or training. Types of courses shall be as follows:**

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme. (Major/Minor)
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study)
  - b. **Dissertation/Project:** An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.
- iii. **Generic Elective (GE) Course:**



An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other disciplines/subject and vice-versa and such electives may also be referred to as Generic Elective Course*

#### iv. Ability Enhancement Courses (AEC):

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University

### 10) Course Structure –

#### 10.1 First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### 10.2 Second Year (Level 6):

^



A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects. However, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

### **10.3 Third Year (Level 7):**

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

### **10.4 Fourth Year (Level 8):**

- a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.
- b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.
  - The nomenclature of degrees shall strictly conform to the relevant provisions of the act regulations/guidelines of the UGC.

### **10.5 Credit Distribution for Semester:**

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

### **10.6 Additional Courses:**

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

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11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	Undergraduate Certificate in Main Faculty (40)
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	Undergraduate Diploma in Main Faculty (80)
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	
	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree in Main Faculty (120)
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 8	7	1 (6 Credits)	Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree (Honours) in Main Faculty (160)
	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	Bachelor Degree (Research in Main Faculty)
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	



12) Choice to Select the MOOC Courses:

- 12.1 The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2 The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3 The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4 The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5 The University will take a decision for allowing the online courses of SWAYAM if:
  - a. The courses offered on SWAYAM would supplement the teaching learning process in the institution.
  - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free of cost in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6 The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken jointly or by the National and State Laboratories Institutes Universities Companies Industries or with the approval of UTD

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each, of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in



best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination, failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
- v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent

- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table (3).
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous



assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, he/she shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)	
1 Core/GE/DSE (6)	Type-1	6	NA	NA	40	60	NA	NA	NA
2 Core/DSE/GE (6)	Type-2	4	2	NA	40	60	40	60	NA
3 Core/DSE/GE (6)	Type-3	2	4	NA	40	60	50 (Through CCE)	50	NA
4 Core/DSE/GE (6)	Type-4	5	NA	1	40	60	NA	NA	100
5 DSE/SEC (Vocational Courses) (4)	Type-1	4	0	NA	40	60	NA	NA	NA
6 DSE/SEC (Vocational Courses) (4)	Type-2	3	1 (P,T,W,etc)	NA	40	60	NA	100	NA
7 DSE/SEC (Vocational Courses) (4)	Type-3	1	3 (P,T,W,etc)	NA	40	60	50 (Through CCE)	50	NA
8 DSE/SEC (Vocational Courses) (4)	Type-4	3	NA	1	40	60	NA	NA	100
9 AECC (Foundation Course) (4)	Type-1	4	NA	NA	40	60	NA	NA	NA
10 Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report: 2 Credits (25 Marks)							
11 Research Methodology (4)	Type-4	3	NA	1	40	60	NA	NA	100
12 Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credits (25 Marks)+ External viva-voce: 2 Credits (25 Marks)							



**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship, Apprenticeship/ Community engagement & service/Research Project

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$\text{SGPA} = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where  $ci$  is the number of credits offered in the  $i^{\text{th}}$  subject of a semester for which SGPA is to be calculated,  $pi$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$\text{CGPA} = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where  $NCj$  is the number of total credits offered in the  $J^{\text{th}}$  semester,  $SGj$  is the SGPA earned in the  $J^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

**19) Credit Transfer:**

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable due approval of the decision by governing body / board of management.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI etc issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of LTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
  - i. The admission to the **B.B.A. Courses** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
  - v. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.



- 25) For various Elective Discipline in the B.B.A. programmes in the Faculty of Commerce & Management Studies / School of Management Studies shall include in the fields of :- Commercial and Computer Practice, Modern Office Management, Modern Office Management, and Secretarial Practices, Modern Office Practice, Stenography and Secretariat Practice, Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management (PGDBM), Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management (MFM), Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management(PGDM), Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Agri-Business Management, Water Sports Management, Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship.
- 26) Any amendments in NEP 2020 directives of the regulatory authority/ govt. will be followed by the University



**ORDINANCE NO. 19**  
**BACHELOR OF ART (JOURNALISM & MASS**  
**COMMUNICATION) (BAJMC)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years*  
*(Hons/Research) Bachelor of Art (Journalism & Mass Communication- BAJMC)*  
*programmes of Undergraduate Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Art (Journalism & Mass Communication- BAJMC)**  
*(Hons/Research)*
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Journalism & Mass Communication**
- 3) **Course Applicability –**
  - 3.1) *Three/Four years (Hons/Research) Bachelor of Art (Journalism & Mass Communication- BAJMC)* Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Art (Journalism & Mass Communication- BAJMC)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:



- a. Disciplinary /interdisciplinary/Major (48 credits)
- b. Disciplinary/interdisciplinary/Minor (32 credits)
- c. Generic Elective (16 credits)
- d. Discipline Specific Elective (16 credits)
- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/internship/apprenticeship/community engagement and service/research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

#### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.



**3rd Year**

*Entry 3.* The entry requirement for *Level 7* is *successful completion of Level 5&6*.

A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

*Exit 3:* If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

**4th Year**

*Entry 4.* An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

*Exit 4:* If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80



Level 7	Bachelor' Degree in the faculty of the Major Subject(Programme duration: Three years or six semesters)	120
Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
  - Credits' for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

## 9) TYPES OF COURSES

**Courses are the basic units of education and/or training. Types of courses shall be as follows:**

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline



Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

- b. **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

iii. **Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

iv. **Ability Enhancement Courses (AEC):**

The Ability *Enhancement* Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.



## 10) Course Structure ~

### 10.1 First Year (Level 5):

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

### 10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

### 10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

### 10.4 Fourth Year (Level 8):

a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

- The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

### 10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

### 10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 =20	(40) Undergraduate Certificate in Main Faculty
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 =20	
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 =20	
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 =20	(80) Undergraduate Diploma in Main Faculty
Level 7	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 =20	(160) Bachelor Degree (Honours) in Main Faculty Bachelor Degree (Research) in Main Faculty
Level 8	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 =20	
Total		48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	



**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- a. The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies Industries with the approval of UTD

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



- hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
  - iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
  - iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3
  - v. The grading will be made on 10-point scale as described below:

Table -3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner.
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.



- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)	
1	Core/GE/DSE (6)	6	NA	NA	40	60	NA	NA	NA
2	Core/DSE/GE (6)	4	2	NA	40	60	40	60	NA
3	Core/DSE/GE (6)	2	4	NA	40	60	50 (Through CCE)	50	NA
4	Core/DSE/GE (6)	5	NA	1	40	60	NA	NA	100
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60	NA	NA	NA
6	DSE/SEC (Vocational Courses) (4)	3	1 (P, T, W, etc)	NA	40	60	NA	100	NA
7	DSE/SEC (Vocational Courses) (4)	1	3 (P, T, W, etc)	NA	40	60	50 (Through CCE)	50	NA
8	DSE/SEC (Vocational Courses) (4)	3	NA	1	40	60	NA	NA	100
9	AEECC (Foundation Course) (4)	4	NA	NA	40	60	NA	NA	NA
10	Field-Projects / Internship / Apprenticeship / Community engagement & service/Research Project (6)	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service 4 Credits (75 Marks) (ii) Evaluation of Report 2 Credits (25 Marks)							
11	Research Methodology (4)	3	NA	1	40	60	NA	NA	1
12	Dissertation (10)	Evaluation of Thesis 6 Credits (50 Marks) + Pre submission viva-voce 2 Credits (25 Marks) External viva-voce 2 Credits (25 Marks)							



**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University SWAYAM portal/UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the **i<sup>th</sup>** subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the **i<sup>th</sup>** subject, where **i= 1,2 .....n** are the number of subjects in that semester.

- iii. **CGPA** is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the **J<sup>th</sup>** semester, **SGj** is the SGPA earned in the **J<sup>th</sup>** semester, where **j=1, 2 ..... m** are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

**19) Credit Transfer:**

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the student.



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
- i. The admission to the **BAJMC** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The **various** Branch/Discipline in the **BAJMC** programmes in the **Faculty of Arts, Humanities & Social Science / School of Journalism & Mass Communication**, shall include in the fields of Digital Journalism, Print Journalism, Broadcast Journalism,



Advertising, Online Marketing, Public Relations, Radio, Marketing, Research, Film, Television, Event Planning

- 26) The list of various specializations of **BAJMC** courses shall include the current courses/programme as well as proposed in future. However, all **BAJMC** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Journalism & Mass Communication** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses** of **Three/Four Year** duration, Regular in nature, full time in the area of **Journalism & Mass Communication and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 20**  
**3 - YEAR DIPLOMA PROGRAM IN**  
**ENGINEERING & TECHNOLOGY AND RELATED / ALLIED**  
**STREAMS**

- 1) **Title of the Diploma – Diploma**
- 2) **Name of Faculty / School – Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02)**
- 3) **Course Applicability –**
  - 3.1) **3 - Year Diploma**, shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations to this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 3.3) The Diploma will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Course Name – Diploma (Regular) - Full Time**
  - 4.1) **Duration - Three years (Six semesters)- for Regular Course.**
  - 4.2) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

    - i) Passed 10th Std./ SSC examination with at least 35% marks.
- 5) **Course Name – Diploma (Regular) – Lateral Entry**
  - 5.1) **Duration - Two years (Four semesters)**
  - 5.2) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

    - i) Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship (Combination of any of the three for disciplines as per AICTE and other regulatory body norms).



**Or**

- ii) 10th + (Two years of ITI) with appropriate Trade in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate Programme  
(The University will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

**6) Course Name – Diploma – Part Time**

**6.1) Duration** - Duration of the Course shall be a minimum of two Semester(s) in excess than that of the duration of the Regular Course.

**6.2) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed Two years of ITI after 10th Std.

**Or**

- ii) Passed 10th Std./ SSC examination and minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.

**7) Admission Procedure –**

The eligible candidates as specified in clause 4,5,6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance examination or the University may also use the score card of various competitive entrance examinations results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the ICAR/ AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**9) Intake –**



Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of Diploma ordinarily within a maximum period of

- i. who took Direct admission in the First year - within Six (6) years.
- ii. who took lateral entry admission in the 3rd semester (2nd year) - within Four (4) years.
- iii. Who took admission into part time course - within Six (6) years.

from the session of their first admission. However, in any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Diploma odd semesters (I, III and V) shall commence during the period of July-December every year while Diploma even semesters (II, IV and VI) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.



**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Diploma – Eligibility for Award of the Diploma**

A student shall be declared eligible for award of the **Diploma** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**18) General Instruction –**



- i. The admission to the Diploma Course/ Programme Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time..
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) The various Branch/Discipline in the **Diploma** programmes in the **Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02)**, shall include in the fields of - Automobile Engineering/ Chemical Engineering/ Petrochemical Engineering/ Civil Engineering/ Computer Technology/ Computer Engineering/ Civil & Rural Engineering/ Construction Technology/ Digital Electronics/ Electrical Engineering/ Electronics & Telecommunication Engineering/ Electronics & Electrical Power Systems/ Electronics & Communication Engineering/ Electronics & Video Engineering/ Electronics Engineering/ Textile Technology/ Instrumentation & Control/ Industrial Electronics/ Instrumentation/ Marine Engineering/ Mechanical Engineering/ Mining Technology/ Production Engineering/ Production Technology/ Aeronautical Engineering/ Aviation Maintenance Engineering/ Tool Designing/ Machine Technology/ CAD/ CAM/ RF Technology/ Optical Fibre Technology/ Microwave Technology/ Power Distribution Technology/ //



Information Technology/ Fire Technology/ Agricultural engineering/ Fire & Safety Engineering/ Technology Cement Technology Agriculture Technology Food Technology/ Mining Engineering/ Drone Technology, Drone engineering, Disaster Management/ Industrial Safety/ Fashion Technology/ Animation Technology/ Hotel Technology/ Aviation Technology/ Aircraft Maintenance/ Marine Technology/ Event Management/ Environment Management/ Interior Design/ Hotel Management/ Leather Technology/ Public Health Engineering/ Construction Technology Management/ Ceramic Technology/ Solar Energy etc.

- 20) **Diploma Programmes** shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more Branches/ Disciplines/ Specialization of various **Diploma Programmes** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ schools/ institutes located in University campus.
- 22) The University shall also offer more number of **Three years Diploma** programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 23) This Ordinance shall be applicable to all **Diploma Programmes (Three years/Two years)** in Engineering & Technology, Architecture, Planning, Design, Applied Art & Craft, Hotel Management & Catering Technology, Fire and Safety Engineering, Agriculture & Food Engineering and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 21**  
**BACHELOR OF TECHNOLOGY (B.TECH)**  
**4 - YEAR UNDER GRADUATE DEGREE PROGRAM IN**  
**ENGINEERING & TECHNOLOGY AND RELATED / ALLIED STREAMS**

- 1) **Title of the Degree – Bachelor of Technology (B.Tech)**
- 2) **Name of Faculty / School – Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02)**
- 3) **Course Applicability –**
  - 3.1) **4-Year, Bachelor in Technology (B.Tech) Degree in Engineering & Technology** shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions / alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 3.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Course Name – B.Tech (Regular) - Full Time**
  - 4.1) **Duration - Four years (Eight semesters)- for Regular Course.**
  - 4.2) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

    - i) Passed 10+2 examination with Physics / Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture / Engineering Graphics / Business Studies / Entrepreneurship. (Combination of any of the three for discipline as per AICTE and other regularity bodies Norms)

**Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.**

Or



- ii) Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted  
(The University will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

**5) Course Name – B.Tech (Regular) – Lateral Entry**

**5.1) Duration -** Three years (Six semesters)

**5.2) Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology.

**Or**

- ii) Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.

**Or**

- iii) Passed D.Voc. Stream in the same or allied sector.

(The University will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

**6) Course Name – B.Tech – Part Time**

**6.1) Duration -** Duration of the Course shall be a minimum of two Semester(s) in excess than that of the duration of the Regular Course.

**6.2) Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed Diploma in the relevant Discipline/ Field/ Programme.
- ii) Minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.



**7) Admission Procedure –**

The eligible candidates as specified in clause 4,5,6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance examination or the University may also use the score card of various competitive entrance examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the ICAR/ AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

The Course structure of **B.Tech** (Regular) and (Part-Time) shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of **B.Tech** Degree ordinarily with in a maximum period of -

- i. who took Direct admission in the First year - within Eight (8) years.
- ii. who took lateral entry admission in the 3rd semester (2nd year) - within Seven (7) years.
- iii. Who took admission into part time course - within Eight (8) years.

from the session of their first admission. However, in any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**



- i. Each Academic year shall comprise of 2 semesters.
- ii. B.Tech. odd semesters (I, III, V and VII) shall commence during the period of July-December every year while B.Tech. even semesters (II, IV, VI and VIII) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.



- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit credit system as recommended by the concerned Board of Studies from time to time

**17) Eligibility for Degree – Eligibility for Award of the B.Tech Degree**

A student shall be declared eligible for award of the **B.Tech Degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**18) General Instruction –**

- i. The admission to all kinds & mode of B.Tech Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ ICAR/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ ICAR/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.



- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion, advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) The various Branch/Discipline in the **B.Tech** programmes in the **Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02)**, shall include in the fields of - Automobile Engineering/ Chemical Engineering/ Electric Vehicle Engineering/ Railway Engineering/ Robotics and Automation/ IoT/ Artificial Intelligence & Machine Learning/ Big Data & Cloud Engineering/ FullStack Development & Blockchain/ Data Science/ Solar Energy/ Petrochemical Engineering/ Civil Engineering/ Computer Technology/ Computer Engineering/ Civil & Rural Engineering/ Construction Technology/ Digital Electronics/ Electrical Engineering/ Electronics & Telecommunication Engineering/ Electronics & Electrical Power Systems/ Electronics & Communication Engineering/ Electronics & Video Engineering/ Electronics Engineering/ Textile Technology/ Instrumentation & Control/ Industrial Electronics/ Instrumentation/ Marine Engineering/ Mechanical Engineering/ Mining Technology/ Production Engineering/ Production Technology/ Aeronautical Engineering/ Aviation Maintenance Engineering/ Tool Designing/ Machine Technology/ CAD/ CAM/ RF Technology/ Optical Fiber Technology/ Microwave Technology/ Power Distribution Technology/ Information Technology/ Fire Technology/ Agricultural Engineering/ Fire & Safety Engineering/ Technology/ Cement Technology/ Agriculture Technology/ Food Technology/ Mining Engineering/ Disaster Management/ Industrial Safety/ Fashion Technology/ Animation Technology/ Hotel Technology/ Aviation Technology/ Aircraft Maintenance/ Marine Technology/ Drone Technology, Drone engineering,, Event Management/ Environment Management/ Interior Design/ Hotel Management/ Leather Technology/ Textile Technology/ Public Health Engineering/ Construction Technology Management/ Ceramic Technology etc.



- 20) **B.Tech.** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more branches/ specializations/ courses/ programmes of **B.Tech** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 22) The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 23) This Ordinance shall be applicable to all (**B.Tech**) Regular & Part Time Programmes in Engineering & Technology and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 22**  
**MASTER OF TECHNOLOGY (M.TECH)**  
**ENGINEERING & TECHNOLOGY AND RELATED / ALLIED STREAMS**

- 1) Title of the Degree – Master of Technology (M.Tech)
- 2) Name of Faculty / School – Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02)
- 3) Course Applicability –
  - 3.1) 2-Year, Master in Technology (M.Tech) Degree in Engineering & Technology shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 3.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Course Name – M.Tech (Regular) - Full Time
  - 4.1) Duration - Two years (Four semesters)- for Regular Course.
  - 4.2) Eligibility for Admission :

**Candidate who have passed duly recognized following examination:-**

    - i) Passed Bachelor's Degree or equivalent in the relevant field.  
Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
- 5) Course Name – M.Tech – Part Time
  - 5.1) Duration - Duration of the Course shall be a minimum of two Semester(s) in excess than that of the duration of the Regular Course.
  - 5.2) Eligibility for Admission :

**Candidate who have passed duly recognized following examination:-**

    - i) Passed Degree in relevant discipline/ field/ Programme.



- ii) Minimum of Two years Full Time work experience in a registered firm/ Company/ Industry Educational and Government, Autonomous Organizations in the relevant field in which admission is sought.

**6) Admission Procedure –**

The eligible candidates as specified in clause 4,5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance examination or the University may also use the score card of various competitive entrance examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the ICAR/ AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Branch Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure of **M.Tech (Regular) and (Part-Time)** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of **M.Tech (Regular)/ M.Tech (Part time)** Degree ordinarily with in a maximum period of Four Years/ Six Years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**11) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.



- ii. M.Tech odd semesters (I and III) shall commence during the period of July-December every year while M.Tech even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**12) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**14) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to



subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council

- ii. The studies and examination of these courses shall be on the basis of either marks marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**16) Eligibility for Degree – Eligibility for Award of the M.Tech Degree**

A student shall be declared eligible for award of the **M.Tech Degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**17) General Instruction –**

- i. The admission to all kind & modes of **M.Tech** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation ineligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board



of Management of the university shall be competent to take any decision which shall be final.

- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 18) The various Branch/Discipline in the **M.Tech** programmes in the **Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02)**, shall include in the fields of - Computer science, Information Technology, Thermal Engineering, Microwave Engineering, Software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and Advanced Communication, Instrumentation Engineering, System Management Engineering, Energy Management Engineering, Future Studies & Planning Engineering , Power System Engineering, Bio Informatics Engineering, Network Management & Information System Engineering, Information Architecture & Software Engineering, Bio-Technology, Astronomy and Space Engineering, Environment Engineering, Industrial Pollution and Control Engineering, Master of Architecture, Printing and Media Engineering, Production Engineering, Irrigation Engineering, Transport Engineering, Structural Engineering, Power Electronics, Aeronautical Engineering, Embedded System, Nano Technology, Industrial Engineering & Management, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Civil Engineering and Highway Road Technology, Fire Technology, Fire & Safety Engineering/ Technology, Cement Technology, Agriculture Technology, Food Technology, Mining Engineering /Technology, Disaster Management, Industrial Safety, Fashion Technology, Animation Technology, Hotel Technology, Aviation Technology, Aircraft Maintenance, Marine Technology, Drone Technology, Drone engineering,, Event Management, Environment Management, Interior Design, Hotel Management, Leather Technology, Textile Technology, Public Health Engineering, Construction Technology Management, Ceramic Technology, Geology, Industrial Engineering & Management, Mechanical Engineering,



Electrical & Electronics Engineering , Electronics & Communication Engineering, Civil Engineering and Highway Road Technology, Fire Technology etc.

- 19) **M.Tech** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 20) In future, more branches/specializations/courses/programmes of **M.Tech** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 21) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 22) This Ordinance shall be applicable to all (**M.Tech**) Regular & Part Time Programmes in Engineering & Technology and related/allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 23**  
**5 - YEAR INTEGRATED / DUAL DEGREE PROGRAM IN**  
**ENGINEERING & TECHNOLOGY AND RELATED / ALLIED**  
**STREAMS**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Engineering Programme shall be designated as Master of Technology Integrated Programme.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: B.Tech-M.Tech
- 3) **Name of Faculty / School** – **Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02).**
- 4) **Course Applicability** –
  - 4.1) **5 – Year, Integrated/Dual Degree Programme in Engineering & Technology** shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 4.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship. (Combination of any of the three for discipline as per AICTE and other regularity bodies Norms)



- ii) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.

Or

- iii) Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

**(The University will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance examination or the University may also use the score card of various competitive entrance examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**



A candidate has to complete the entire courses / Programme of **B.Tech-M.Tech** Degree ordinarily within a maximum period of Ten years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.



- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – This is a liberal/ Flexible exit degree programme –**

**17.1) Eligibility for Award of the B.Tech Degree –**

A student shall be declared eligible for award of the Degree of B.Tech at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) not desirous/not eligible for M.Tech Degree.

**17.2) Eligibility for Award of the Integrated B.Tech-M.Tech Degree at the end of Xth Semester:**



- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (B.Tech-M.Tech), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured a minimum CGPA of 5.0 in aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **B.Tech-M.Tech** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 19)** Various Branches/ Discipline/ Specialization of **B.Tech-M.Tech** course shall include the current courses/programme as well as proposed in future. However, all **B.Tech-M.Tech** course with various Branches/Discipline/ Specialization shall run and governed through this ordinance.
- 20)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 21)** In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the



industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, in its various faculties/ departments/ institutes/ schools located in University campus.

- 22) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 23) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Engineering & Technology and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 24****5 - YEAR INTEGRATED/DUAL DEGREE PROGRAM IN  
ENGINEERING & TECHNOLOGY WITH MANAGEMENT**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Management Programme shall be designated as Master of Business Administration Integrated Programme.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: B.Tech-M.B.A.
- 3) **Name of Faculty / School** – Faculty of Engineering & Technology / School of Civil Engineering, School of Mechanical Engineering, School of Electrical Engineering, School of Electronics Engineering, School of Computer Science Engineering, School of Agricultural & Food Engineering (as per Ordinance No 02).
- 4) **Course Applicability** –
  - 4.1) 5 – Year, Integrated/Dual Degree Programme in Management shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions / alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 4.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship. (Combination of any of the three for discipline as per AICTE and other regularity bodies Norms)



- ii) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.

Or

- iii) Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

**(The University will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance examination or the University may also use the score card of various competitive entrance examinations results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines with the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**



A candidate has to complete the entire courses / Programme of **B.Tech-M.B.A.** Degree ordinarily within a maximum period of Ten years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.
- iv. Ten day vacation as semester break shall be granted to the students between two semesters.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each



semester. Provided that, in case of illness or because of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations

- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – This is a liberal/ Flexible exit degree programme –**

**17.1) Eligibility for Award of the B.Tech Degree –**

A student shall be declared eligible for award of the Degree of B.Tech/B.Sc.-Ag. at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) not desirous/not eligible for M.Tech Degree.



**17.2) Eligibility for Award of the Integrated B.Tech-M.B.A. Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (B.Tech-M.B.A.), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured a minimum CGPA of 5.0 in aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **B.Tech-M.B.A.** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 19) At present, Degree of B.Tech-M.B.A. shall include the various Branches/Discipline of Chemical Engineering, Computer Science Engineering, Electrical Engineering, Cement & Ceramic Technology, Mining Engineering, Electronics Engineering, Mechanical Engineering, Civil Engineering, Agriculture Technology & Food Engineering, Fire and Safety Engineering etc. plus all core subjects of management with various mix of elective or optional paper of their specialization, if any;**



Similarly in case of **B.Tech (Ag Engg.)-MBA** shall include all related subjects of Agricultural Engineering plus all core subjects of management with various mix of elective or optional paper of their specialization in Agri Business.

- 20) Various Branches/Discipline of **B.Tech-M.B.A.** course shall include the current courses/programme as well as proposed in future. However, all **B.Tech-M.B.A.** course with various Branches/Discipline shall run and governed through this ordinance.
- 21) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 22) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand\_ of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 23) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 24) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Engineering & Technology and related/allied streams with Management, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 25**  
**BACHELOR OF DESIGN (B.DES)**  
**4 - YEAR UNDER GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Design (B.Des)**
- 2) **Branch/ Specialization/ Group -** Fashion Design, Leather Design, Interior Design, Textile Design, Product Design, Accessory Design, Graphic Design, Animation, Game Design, Fashion Communication, Apparel Production, Footwear Design & Production, Leather Goods & Accessories Design.
- 3) **Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Design.**
- 4) **Course Applicability –**
  - 4.1) **4 – Year, Bachelor of Design (B.Des)** Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations to this Ordinance with the approval of **MPPURC** and Government of M.P.
  - 4.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 5) **Course Name – Bachelor of Design (B.Des)**
  - 5.1) **Duration - Four years (Eight semesters) for Regular Course.**
  - 5.2) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

    - i) Passed 10+2 examination.
    - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.

**Or**

    - iii) Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.



6) **Course Name – Bachelor of Design (B.Des) – Lateral Entry**

6.1) Duration - Three years (Six semesters)

6.2) Eligibility for Admission :

**Candidate who have passed duly recognized following examination:-**

- i) Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination in a Programme with at least 45% marks (40%marks in case of candidates belonging to reserved category) in appropriate Programme.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

7) **Admission Procedure –**

The eligible candidates as specified in clause 5,6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

8) **Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

9) **Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

10) **Course Structure –**



The Course structure of **B.Des (Regular/Full Time)** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of B.Des Degree ordinarily within a maximum period of -

- i. who took Direct admission in the First year - within Eight (8) years.
- ii. who took lateral entry admission in the 3rd semester (2nd year) - within Seven (7) years.

from the session of their first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters each.
- ii. B.Des odd semesters (I, III, V, and VII) shall commence during the period of July-December every year while B.Des even semesters (II, IV, VI and VIII) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**



Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority

**15) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Study with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – Eligibility for Award of the B.Des Degree**

A student shall be declared eligible for award of the **B.Des degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**18) General Instruction –**



- i. The admission to all kinds & mode of **B.Des** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialisation of B.Des course shall include the current courses/ programme as well as those proposed in future. However, all B.Des course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.
  - 20) B.Des course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
  - 21) In future, more branches/ specializations/ courses/ programmes of B.Des can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
  - 22) The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 23) This Ordinance shall be applicable to all (B.Des) programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 26**  
**MASTER OF DESIGN (M.DES)**  
**2 - YEAR POST GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Design (M.Des)**
- 2) **Specializations -** Fashion Design, Leather Design, Interior Design, Textile Design, Product Design, Accessory Design, Graphic Design, Animation, Game Design, Fashion Communication, Apparel Production, Footwear Design & Production, Leather Goods & Accessories Design.
- 3) **Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Design.**
- 4) **Course Applicability –**
  - 4.1) **2 – Year, Master of Design (M.Des) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Two years (Four semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed Bachelor Degree of minimum 4 years duration.
- ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

**Or**

- iii) Candidate should be a graduate in any discipline with at least 50% (45% for reserved categories) in the qualifying examination.

**And**



iv) Passed Minimum One Year Diploma examination in the same/ appropriate/ allied specialization

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned regulatory body.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examinations results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

The Course structure of **M.Des** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of **M.Des** in a maximum period of **Four Years** respectively from the session of first admission. However, for any exceptional case



the matter shall be decided by the University as per the provisions of relevant rules and regulations

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. M.Des odd semesters (I and III) shall commence during the period of July-December every year while M.Des even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.



- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – Eligibility for Award of the M.Des Degree.**

A student shall be declared eligible for award of the **M.Des Degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**18) General Instruction –**

- i. The admission to all kind & modes of **M.Des** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **M.Des** course shall include the current courses/ programme as well as those proposed in future. However, all **M.Des** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 20) **M.Des** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more branches/ specializations/ courses/ programmes of **M.Des** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 22) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 23) This Ordinance shall be applicable to all (**M.Des**) programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 27**  
**BACHELOR OF FASHION TECHNOLOGY (B.FTech)**  
**4 - YEAR UNDER GRADUATE DEGREE PROGRAM IN**  
**FASHION TECHNOLOGY**

- 1) **Title of the Degree – Bachelor of Fashion Technology (B.FTech)**
- 2) **Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Design.**
- 3) **Course Applicability –**
  - 3.1) **4 – Year, Bachelor of Fashion Technology (B.FTech) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Course Name – B.FTech (Regular) - Full Time**
  - 4.1) **Duration - Four years (Eight semesters) for Regular Course.**
  - 4.2) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

    - i) Passed 10+2 examination.
    - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.

**Or**

    - iii) Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.
- 5) **Course Name – B.F.Tech (Regular) – Lateral Entry**
  - 5.1) **Duration - Three years (Six semesters)**
  - 5.2) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**



- i) Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination in a Programme with at least 45% marks (40% marks in case of candidates belonging to reserved category) in appropriate Programme
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**6) Admission Procedure –**

The eligible candidates as specified in clause 4,5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**7) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure of **B.FTech (Regular/Full Time)** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**



A candidate has to complete the entire course of B.FTech Degree ordinarily within a maximum period of -

- i. who took Direct admission in the First Year - within Eight (8) years.
- ii. who took lateral entry admission in the 2nd year - within Seven (7) years.

from the session of their first admission. However, in any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**11) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. B.FTech. odd semesters (I, III, V, and VII) shall commence during the period of July- December every year while B.FTech. even semesters (II, IV, VI and VIII) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**12) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**14) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.



Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Study with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**16) Eligibility for Degree – Eligibility for Award of the B.FTech Degree.**

A student shall be declared eligible for award of the B.FTech Degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**17) General Instruction –**

- i. The admission to all kinds & mode of B.FTech Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body



or any other competent Authority of the Govt. of India/ State Government as amended time to time

- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 18) Various Branches/ Discipline/ Specialization of **B.FTech** course shall include the current courses/ programme as well as those proposed in future. However, all **B.FTech** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 19) **B.FTech** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 20) In future, more branches/ specializations/ courses/ programmes of **B.FTech** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 21) The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 22) This Ordinance shall be applicable to all (**B.FTech**) programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 28****MASTER OF FASHION TECHNOLOGY (M.FTech)  
2 - YEAR POST GRADUATE DEGREE PROGRAM IN  
FASHION TECHNOLOGY**

- 1) Title of the Degree – Master of Fashion Technology (M.FTech)**
- 2) Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Design.**
- 3) Course Applicability –**
  - 3.1) 2 – Year, Master of Fashion Technology Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.2) Name of Faculty / Board of Studies is Faculty of Architecture, Planning & Design and the Department shall be School of Design.**
  - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.**
- 4) Duration - Two years (Four semesters)**
- 5) Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed Bachelor Degree in the relevant subject of minimum 4 years duration.**
  - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned regulatory body.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**6) Admission Procedure –**

The eligible candidates as specified in clause 5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**7) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure of **M.FTech** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of **M.FTech** in a maximum period of **Four Years** respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**11) Commencement –**

- i. Each Academic year shall comprise of 2 semesters each.
- ii. **M.FTech** odd semesters (I and III) shall commence during the period of July-December every year while **M.FTech** even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.



**12) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**14) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Study with due approval of Academic Council.



- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit credit system as recommended by the concerned Board of Studies from time to time.

**16) Eligibility for Degree – Eligibility for Award of the M.FTech Degree.**

A student shall be declared eligible for award of the **M.FTech Degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**17) General Instruction –**

- i. The admission to all kind & modes of **M.FTech** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.



- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 18) Various Branches/ Discipline/ Specialization of **M.FTech** course shall include the current courses/ programme as well as those proposed in future. However, all **M.FTech** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 19) **M.FTech** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 20) In future, more branches/ specializations/ courses/ programmes of **M.FTech** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 21) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 22) This Ordinance shall be applicable to all (**M.FTech**) programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 29****5 - YEAR INTEGRATED / DUAL DEGREE PROGRAM IN DESIGN**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Design Programme shall be designated as **Master of Design Integrated Programme**.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: **B.Des - M.Des**
- 3) **Specialization** - Fashion Design, Leather Design, Interior Design, Textile Design, Product Design, Accessory Design, Graphic Design, Animation, Game Design, Fashion Communication, Apparel Production.
- 4) **Name of Faculty / School** – **Faculty of Architecture, Planning & Design / School of Design.**
- 5) **Course Applicability** –
  - 5.1) **5 – Year, Integrated/Dual Degree Programme** in Design shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 5.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of **MPPURC** and Government of M.P and in accordance with **AICTE**.
  - 5.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 6) **Duration - Five years (Ten semesters)**
- 7) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed 10+2 examination.
- ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

**8) Admission Procedure –**

The eligible candidates as specified in clause 7 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or through Counselling or the University may also use the score card of various competitive entrance examination results of various Institute/ Board/University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**9) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**10) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**11) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**12) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of **B.Des - M.Des** Degree ordinarily with in a maximum period of **Ten years** from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**13) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**14) Fee Structure –**



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

**8) Admission Procedure –**

The eligible candidates as specified in clause 7 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or through Counselling or the University may also use the score card of various competitive entrance examination results of various Institute/ Board/University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**9) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**10) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**11) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**12) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of **B.Des - M.Des** Degree ordinarily within a maximum period of **Ten years** from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**13) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**14) Fee Structure –**



- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**15) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**16) Attendance –**

- iii. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- iv. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**17) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**18) Eligibility for Degree – This is a liberal/Flexible exit degree programme –**

**18.1) Eligibility for Award of the B.Des Degree –**

A student shall be declared eligible for award of the Degree of B.Des at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/ her.
- vii) Not desirous/not eligible for M.Des Degree.

**18.2) Eligibility for Award of the Integrated B.Des - M.Des Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (B.Des - M.Des), in 18.1 (i, ii, iii, iv, v, vi), Students Should secured a minimum CGPA of 5.0 in aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**19) General Instruction –**

- i. The admission to the B.Des - M.Des Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 20) Various Branches/ Discipline/ Specialization of **B.Des - M.Des** course shall include the current courses/ programme as well as those proposed in future. However, all **B.Des - M.Des** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 21) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 22) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 23) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 24) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Design and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 30**  
**5 - YEAR INTEGRATED / DUAL DEGREE PROGRAM IN**  
**FASHION TECHNOLOGY**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Fashion Technology Programme shall be designated as **Master of Fashion Technology Integrated Programme**.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: **B.FTech - M.FTech**
- 3) **Name of Faculty / School** – **Faculty of Architecture, Planning & Design / School of Design**.
- 4) **Course Applicability** –
  - 4.1) **5 – Year, Integrated/Dual Degree Programme** in Fashion Technology shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of **MPPURC** and Government of M.P and in accordance with **AICTE**.
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed 10+2 examination.
  - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or through Counselling or the University may also use the score card of various competitive entrance examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses/ Programme of **B.FTech - M.FTech** Degree ordinarily with in a maximum period of **Ten years** from the session of first admission. However, in any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**



- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Study with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**17) Eligibility for Degree – This is a liberal/Flexible exit degree programme –**

**17.1) Eligibility for Award of the B.FTech Degree –**

A student shall be declared eligible for award of the Degree of **B.F.Tech** at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5 in aggregate overall. However the award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) Not desirous/not eligible for M.F.Tech Degree.

**17.2) Eligibility for Award of the Integrated B.FTech - M.FTech Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (**B.FTech - M.FTech**), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured minimum CGPA of 5.0 in aggregate. However, the award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **B.FTech - M.FTech** Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **B.FTech - M.FTech** course shall include the current courses/ programme as well as those proposed in future. However, all **B.FTech -M.FTech** course with various Branches/Discipline/ Specialization shall run and governed through this ordinance.
  - 20) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
  - 21) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
  - 22) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 23) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Fashion Technology and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 31**  
**5 - YEAR INTEGRATED / DUAL DEGREE PROGRAM IN**  
**DESIGN WITH MANAGEMENT**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Management Programme shall be designated as Master of Business Administration Integrated Programme.
- 2) **Dual Degree** – This is a Five years choice based Integrated programme, following to Dual Degree: B.Des - M.B.A.
- 3) **Name of Faculty / School** – Faculty of Architecture, Planning & Design / School of Planning.
- 4) **Course Applicability** –
  - 4.1) 5 – Year, Integrated/Dual Degree Programme shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed 10+2 examination.
  - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or through Counselling or the University may also use the score card of various competitive entrance examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses/ Programme of B.Des - M.B.A. Degree ordinarily within a maximum period of **Ten years** from the session of first admission. However, in any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Study with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – This is a liberal/ Flexible exit degree programme –**

**17.1) Eligibility for Award of the B.Des Degree –**



A student shall be declared eligible for award of the Degree of **B.Des** at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5 in aggregate overall. However the award of. the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) Not desirous/not eligible for **M.Des** Degree.

**17.2) Eligibility for Award of the Integrated B.Des - M.B.A. Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (**B.Des - M.B.A.**), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured minimum CGPA of 5.0 in aggregate. However, the award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **B.Des - M.B.A.** Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body



or any other competent Authority of the Govt. of India/ State Government as amended time to time

- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **B.Des - M.B.A.** course shall include the current courses/programme as well as those proposed in future. However, all **B.Des - M.B.A.** course with various Branches/Discipline/ Specialization shall run and governed through this ordinance.
  - 20) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
  - 21) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
  - 22) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 23) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Design and related/allied stream with Management, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 32**  
**5 - YEAR INTEGRATED/DUAL DEGREE PROGRAM IN**  
**FASHION TECHNOLOGY WITH MANAGEMENT / FASHION**  
**MANAGEMENT**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Management Programme shall be designated as Master of Business Administration/ Master of Fashion Management Integrated Programme.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: B.FTech - M.B.A./ M.F.M.
- 3) **Name of Faculty / School** – Faculty of Architecture, Planning & Design / School of Planning.
- 4) **Course Applicability** –
  - 4.1) 5 – Year, Integrated/Dual Degree Programme shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed 10+2 examination.
- ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**ORDINANCE NO. 33**  
**MASTER'S OF SCIENCE (M.Sc.)**  
**2-YEARS MASTER DEGREE IN SCIENCE AND RELATED /**  
**ALLIED STREAMS**

- 1) **Title of the Degree – Master of Science (M.Sc.)**
- 2) **Name of Faculty / School – Faculty of Basic & Applied Science / School of Science, School of Computer Sciences & Applications (as per Ordinance No-02).**
- 3) **Course Applicability –**
  - 3.1) **2 - Year Master of Science Degree (M.Sc.)** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Minimum qualification for admission in Master of Science (M.Sc.) shall be the qualifying Graduation with relevant subjects conducted by any recognized University.
  - ii) Minimum pass marks as prescribed by concerned authority/council would be mandatory for admission in the Program.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) **Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

i. Scheduled period for the completion of **M.Sc. Program is 2 years.**

ii. Maximum duration of Program completion is **4 years.**

iii. Each academic year shall comprise of 2 semesters.

iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

v. Each semester shall be spread over not less than 90 teaching days.

9) **Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

10) **Fee Structure –**

i. All the fees categories including Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.

ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.

iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the



start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.Sc. Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. A student shall be declared eligible for award of the 2-year Degree, if he/she fulfils all requirements set by regulatory authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and



- v. No disciplinary action is pending against him/ her
- 15) General Instruction –
- i. The admission to the M.Sc. Courses shall be governed in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) At present in the **Faculty of Basic & Applied Science / School of Science, School of Computer Sciences & Applications**, Degree of M.Sc. shall include the, Areas/Branches/Discipline of – Physics, Applied Physics, Chemistry, Applied Chemistry, Mathematics, Applied Mathematics, Micro Biology, Bio-Technology, Bio-Science, Bio Chemistry, Zoology, Botany, Statistics, Environmental Science & limnology, Geology, Bio Informatics, Industrial Micro Biology, Food Science, Food technology, Dairy Science, Dairy Technology, Food Processing, Food Packaging, Nutrition, Seed Technology, Yogic Sciences, Multimedia, Pharma Chemistry, Drug Discovery, Chemical Science, Computers & Data Analytics, Earth Science, Electronic Media, Neuroscience, , Cyber Law, Cyber Security, Police Science, Home Science, Forensic Science, Cyber Forensic, Computer Forensics, Forensic Toxicology, Forensic Ballistics, Forensic Biology, Forensic Chemistry, Forensic Psychology, Forensic Entomology, Forensic Serology, Financial Forensic Audit, Design Communication, Print Making, Visual Arts, Film Making, Computer Graphics, Animation, VFX and Film Making, Photography,



Fashion Design, Fashion Technology, Interior Design, Textile Design, Apparel Design and Fabrication Technology, Apparel Design and Fashion Technology, Art for Drawing Teacher, Beauty and Hair Dressing, Beauty Culture, Beauty Culture and Cosmetology, Commercial Art, Commercial Practice, Commercial Practice (KAN and ENG), Cosmetology, Costume Design and Dress Making, Costume Design and Garment Technology, Craft Technology, Fashion and Apparel Design, Fashion Design and Garment Technology, Fine Arts, Garment Technology, Home Science, Interior Decoration, Travel and Tourism, Hospitality Administration, Accessory Design, Animation, Applied Arts and Crafts (Fashion and Apparel Design), AR and CR for Films, Audiography, Cinematography, Commercial Art, Digital Imaging, Film and Media, Film and Television, Film Direction, Film Editing, Fine Art (Sculpture), Fine Art (Animation), Fine Art (Ceramics), Fine Art (Metal Craft), Fine Art (Photography), Gaming Technology, Media Production Management, Product Design, Screen Acting, Script Writing, Sound Recording and Sound Design, Television, Visual Effects, Virtual Production, Advertisement and Public Relation, Applied Art (Visual Communication Design), Applied Art (Communication Design), Applied Art (Illustration), Customer Service Management, Direction, Electronic Cinematography, Feature Film Screenplay Writing, Film Archiving, Film Studies, Painting Mural, Sound Recording and Television Engineering, Video Editing, Visual Communication and Communication Design, Medical Lab Technician (MLT), O.T. Technology, Cardiac Care Technology, Perfusion Technology, Neuro Science Technology, Renal Dialysis Technology, Respiratory Care Technology, Anaesthesia Technology, Imaging Technology, Radiotherapy Technology, Computer Application, Computer Science, Information Technology, Web Technology, Computer Data Analytics, Cyber Security, Animation & Multimedia, Graphics Design, Automation, Networking, Information Security, E-commerce, Artificial Intelligence, Satellites and Mobile communication.

- 17) The list of various Branches/specializations of M.Sc. course shall include the current courses/programme as well as proposed in future. However, all the M.Sc. programmes with various Branches/ specializations at present & in future shall run and be governed by this ordinance.
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, webinars etc.



- 19) These programmes are offered by the Faculty of **Faculty of Basic & Applied Science / School of Science, School of Computer Sciences & Applications** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) In future, more branches/ specializations/ courses/ programmes of **M.Sc.** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 21) The University shall also offer more number of Two Years Master degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.



**ORDINANCE NO. 34**  
**MASTER OF COMMERCE (M.Com.)**  
**2-YEARS MASTER DEGREE IN COMMERCE AND RELATED /**  
**ALLIED STREAMS**

- 1) **Title of the Degree – Master of Commerce (M.Com.)**
- 2) **Name of Faculty/School– Faculty of Commerce & Management Studies/ School of Commerce.**
- 3) **Course Applicability –**
  - 3.1) **2-Year Master of Commerce (M.Com.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Minimum qualification for admission in **Master of Commerce (M.Com.)** shall be the qualifying Graduation with relevant subjects conducted by any recognized university.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of above course is **2 years**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including, Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the



start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the above course Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. A student shall be declared to be eligible for award of the **2-year Degree**, if he/she fulfils all requirements set by regulatory authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and



- v. No disciplinary action is pending against him/ her.
- 15) **General Instruction –**
- i. The admission to the above Courses shall be governed in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) At present in the **Faculty of Commerce & Management Studies / School of Commerce**, Degree of **M.Com.** shall include the Branches/Specialization of Accounting & Finance, Tax Procedure & Practice, Economics & Management, Computer Application, e-Commerce, Banking & Insurance, Business Ethics & Business Law, Corporate Administration & Secretarial Practice, Applied Economics, Financial Management, Marketing Management, Human Resources Management, Financial Analysis & Control, Investment & Security Analysis, Portfolio Management, Banking & Finance, Accounting & Taxation, Business Administration, Financial accounting, Entrepreneurship, Accounting & Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Law, Operations Management, Foreign Trade etc.
- 17) The list of various Branches/specializations of **M.Com.**, course shall include the current courses/programme as well as proposed in future. However, all M.Com. and other Master Courses/ programmes like Master of Finance & Investment Analysis (MFIA), Master of Corporate Administration (M. Corpo. Admin.), Master of Secretarial Practice (MSP),



- Master of Business Economics (MBE) etc. with various Branches/specializations at present & in future shall run and be governed by this ordinance
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, webinars etc.
- 19) These programmes are offered by the Faculty of **Faculty of Commerce & Management Studies / School of Commerce** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) In future, more branches/ specializations/ courses/ programmes of **M.Com** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 21) The University shall also offer more number of Two Years Master Degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 22) This Ordinance shall be applicable to all Two Years Master Degree **M.Com** and others as mentioned above in this ordinance, in the area of Commerce and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 35**  
**MASTER OF ARTS (M.A.)**  
**2-YEARS MASTER DEGREE IN ARTS, HUMANITIES, SOCIAL**  
**SCIENCES AND RELATED/ ALLIED STREAMS**

- 1) **Title of the Degree – Master of Arts (M.A.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **2 - Years Master of Arts (M.A.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

- i) Minimum qualification for admission in **Master of Art (M.A.) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any recognized university
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of the Program is **2 years**.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Each academic year shall comprise of 2 semesters.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including, Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.A. Degree-**

A student shall be declared eligible for award of the **M.A. Degree** with various specializations if he/ she has:

- i. Registered and successfully completed all subjects of core courses, optional and specialized courses, lab classes/practical if applicable, including seminars, workshops, presentations, group discussion, field work, industrial visit, industrial training, paper presentation & publications, project work, dissertation/ thesis and other assignments etc. whichever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **M.A.** Courses shall be governed in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The various Branch/Discipline in the M.A. programmes in the Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science, shall include in the fields of - History, Sociology, Psychology, Philosophy, Geography, Political Science, Economics, Applied Economics, Public Administration, Hindi, English, Sanskrit, Home Science, Education, Physical Education, Maths, Statistics, Computer Application, Management, Commerce, Social Work, Rural Development, Criminology, Journalism, Mass Communication, Entrepreneurship, Operation Research, Public Relations & Advertising, Public Health, Government & Politics, Yoga, Yogic Science, Market Research, Public Policies, Social Work, History & culture, Military Science, Music, Dance, Theatre, Drawing & Painting, Sculpture, Applied Arts, Graphic Design,**



- Visual Arts and Design, Sketching, Art History, Social work, Public Health, Rural Development, Anthropology, Public Administration, Social Research, Sociology.
- 17) The list of various specializations of **M.A.** courses shall include the current courses/programme as well as proposed in future. However, all **M.A.** programmes with various specializations at present & in future shall run and be governed by this ordinance.
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, webinars etc.
- 19) In future, more number of **Two Year Post Graduate Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) The University shall also offer more number of **Arts, Humanities and Social Science** related PG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 21) This Ordinance shall be applicable to all **Post Graduates Degree Programmes/Courses** of **Two years** duration, Regular in nature, full time in the area of **Arts, Humanities, Social Science and related/allied streams**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 36**  
**MASTER OF COMPUTER APPLICATION (MCA)**  
**2-YEARS POST GRADUATE DEGREE**

- 1) Title of the Degree – Master of Computer Application (M.C.A.)
- 2) Name of Faculty / School – Faculty of Basic & Applied Science / School of Computer Sciences & Applications.
- 3) Course Applicability –
  - 3.1) 2-Year Master of Computer Application (M.C.A.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) Eligibility for Admission :

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.
  - Or**
  - ii) Passed B.Sc./ B.Com./ B.A./B.Voc. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).
  - iii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.



- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- Scheduled period for the completion of **M.C.A. Program is 2 years.**
- Maximum duration of Program completion is **4 years.**
- Each academic year shall comprise of **2 semesters.**
- The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.
- Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- All the fees categories including, Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.



- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations shall be English.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**Provided that,** in case of illness of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.C.A. Degree-**

A student shall be declared eligible for award of the degree if, he/ she has:

- i. A student shall be declared to be eligible for award of the **2-year Degree**, if he/she fulfils all requirements set by regulatory authority.
- ii. Student shall be eligible for award of Degree subject to passing the Program and all courses within the stipulated time period.
- iii. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- iv. No disciplinary action is pending against him/ her.

**15) General Instruction –**



- i. The admission to the **M.C.A.** Courses shall be governed in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, webinars etc.
- 17) These programmes are offered by the Faculty of **Faculty of Basic & Applied Science / School of Computer Sciences & Applications** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) The University shall also offer more number of Two Years Master Degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 19) This Ordinance shall be applicable to **MCA** and all other Two Years Master Degree in Computer Application, Computer Science, Information Technology, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ARYAVART UNIVERSITY, SEHORE**  
**ORDINANCE NO. 37**

**MASTER OF COMPUTER APPLICATION (MCA)**  
**5-YEARS INTEGRATED DEGREE IN COMPUTER APPLICATION**

- 1) **Title of the Degree – “MCA Integrated”** The Integrated Post Graduate Five Years (Ten Semesters) Computer Application Programme shall be designated as Master of Computer Application Integrated Programme.
- 2) **Dual Degree –** This is a five years choice based Integrated programme, following to Dual Degree: **BCA - M.C.A. and B.Sc.-IT/CS/CA - M.C.A.**
- 3) **Name of Faculty / School – Faculty of Basic & Applied Science / School of Computer Sciences & Applications.**
- 4) **Course Applicability –**
  - 4.1) **5 – Year, Integrated/Dual Degree Programme in Computer Application (M.C.A.)** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of **MPPURC** and Government of M.P and in accordance with **AICTE**.
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with Mathematics/ Statistics/ Accountancy as compulsory subjects.
  - ii) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.



- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/ Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Course/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**9) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of BCA - M.C.A. and B.Sc.-IT/CS/CA - M.C.A. Degree ordinarily within a maximum period of Ten years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.



**12) Commencement –**

- i. Each academic year shall comprise of 2 semesters
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July - December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations shall be English.

**15) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that,** in case of illness of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of academic Council.



- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – This is a Liberal/ Flexible exit degree programme**

**17.1) Eligibility for Award of the BCA / B.Sc.-IT/CS/CA Degree –**

A student shall be declared eligible for award of the Degree of BCA/ B.Sc.-IT/CS/CA at the end of VI semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) secured a minimum CGPA of 4.5 or 45% in aggregate overall. However the award of the Division/Class shall be as per recommendation . of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) not desirous/not eligible for M.C.A. Degree.

**17.2) Eligibility for Award of the Integrated BCA - M.C.A. and B.Sc.-IT/CS/CA - M.C.A. Degree at the end of Xth Semester:**

- i) conditions shall be the same as mentioned above in clause 17.1 (sub clause i, ii, iii, v, vi)
- ii) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **BCA - M.C.A. and B.Sc.-IT/CS/CA - M.C.A.** Courses shall be governed in accordance with the Rules/Directives of UGC/ AICTE/relevant



- Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/AICTE, relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) The list of various mix of specializations of BCA - M.C.A. and B.Sc.-IT/CS/CA - M.C.A. course shall include the current courses/programme as well as proposed in future. However, BCA - M.C.A. and B.Sc.-IT/CS/CA - M.C.A. programmes with various Branches/ specializations at present & in future shall run and be governed by this ordinance.
  - 20) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, webinars etc.
  - 21) In future, more Integrated programmes can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, in its various faculties/ departments/ centers/ institutes located in University campus.
  - 22) The University shall also offer more number of Five years Integrated programmes with Dual degrees with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 23) These programmes are offered by the Faculty of **Faculty of Basic & Applied Science / School of Computer Sciences & Applications** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
  - 24) This Ordinance shall be applicable to all five years Integrated programme with dual Degrees in Computer application & Information Technology and related/allied streams, courses except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 38**  
**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**  
**2-YEARS MASTER DEGREE IN MANAGEMENT**

- 1) **Title of the Degree – Master of Business Administration (MBA)**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies/ School of Management Studies.**
- 3) **Course Applicability –**
  - 3.1) **Master of Business Administration (MBA) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) **Course Name – MBA (Full Time)**
  - 4.1) **Duration** - Two years (Four semesters)- for Regular Course.
  - 4.2) **Eligibility for Admission :**  
**Candidate who have passed the duly recognized following examination:-**
    - i) Passed Bachelor Degree of minimum 3 years duration.
    - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**

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The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials through the University Entrance test Examination consisting of Aptitude Test, Group Discussion, Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

**6) Specialization Distribution**

Admission to a particular stream/ specialization of MBA Course/ Programme shall be decided by the University on the basis of either merit or counselling or personal interview.

**7) Intake –**

The Intake for each of these courses shall be decided by the University as per guidelines of AICTE/ concerned regulatory body.

**8) Course Structure –**

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of MBA Degree ordinarily within a maximum period of Four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**10) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**11) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program
- iii. Cancellation and refund of fees will be as per directives of the state govt. regulatory authorities.

**12) Medium of Instruction –**

The medium of instruction and examination shall be **English**.

**13) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**14) Examination –**

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

**15) Eligibility for Degree – Eligibility for Award of the M.B.A. Degree.**

A student shall be declared to be eligible for award of the Degree with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable..
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.

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Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, Agri-Business Management, Water Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship, etc

- 18) The list of various specializations of "MBA" courses shall include the current courses/ programme as well as proposed in future. However, all MBA programmes with various specializations at present & in future shall run and be governed by this ordinance.
- 19) These programmes are offered in regular mode by the **Faculty of Commerce & Management Studies/ School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

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- iii. Earned the specified credits in all the categories of subjects if applicable
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

**16) General Instruction –**

- i. The admission to all kinds of **MBA** Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 17) The various specializations in the **MBA** programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparel, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health



**ORDINANCE NO. 39**  
**2-YEARS POST GRADUATE DIPLOMA IN MANAGEMENT**  
**(PGDM)**

- 1) Title of the Degree – Post Graduate Diploma in Management (PGDM)
- 2) Name of Faculty / School – Faculty of Commerce & Management Studies/ School of Management Studies.
- 3) Course Applicability –
  - 3.1) Post Graduate Diploma in Management (PGDM) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 4) Course Name – PGDM
  - 4.1) Duration - Two years (Four semesters)- for Regular Course.
  - 4.2) Eligibility for Admission :  
 Candidate who have passed the duly recognized following examination:-
    - i) Passed Bachelor Degree of minimum 3 years duration.
    - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) or equivalent in the qualifying examination from recognized university.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) Admission Procedure –

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The eligible candidates as specified in clause d above, should secure a place in the merit list prepared on the basis of academic achievements through the University entrance test Examination conducted in Various Entrance Group Directorate/Personal Interview or through Counsellor of the University may also use the score card of various competitive entrance test examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

**6) Specialization Distribution –**

Admission to a particular stream/specialization of PGDM Course/Programme shall be as decided by the University on the basis of either merit or counselling or personal interview.

**7) Intake –**

The Intake for each of these courses shall be decided by the University as per guideline of AICTE/ concerned regulatory body.

**8) Course Structure –**

The Course structure PGDM shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council

**9) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of PGDM Degree ordinarily within a maximum period of Four years respectively from the session of admission. However, for any exceptional case the matter shall be decided by the Vice-Chancellor as per the provisions of relevant rules and regulations.

**10) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**11) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt/regulatory authorities.

**12) Medium of Instruction -**

The medium of instruction and examination shall be English.

**13) Attendance -**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**14) Examination -**

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered) The third test includes assignments/projects/field work etc. are assigned by the faculty concern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

**15) Eligibility for Degree – Eligibility for Award of the PGDM Course.**

A student shall be declared to be eligible for award of the Course/Programme with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.



- iii. Earned the specified credits in all the categories of subjects if applicable
- iv. Secured a minimum CGPA of 7.0 in aggregate overall. However, the award of the Degree will be a per recommendation of concerned Board of Studies of the university.

**16) General Instruction -**

- i. The admission to all kinds of PGDM Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time
- iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 17) The various specializations in the PGDM programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparel, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management,



Image, Finance, Marketing and Human Resource Management, Financial Management, Food Product Management, Financial Services, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, etc.

- 18) The list of various specializations of "PGDM" courses shall include the current courses/ programme as well as proposed in future. However, all PGDM programmes with various specializations at present & in future shall run and governed through this ordinance.
- 19) These programmes are offered in regular mode by the Faculty of Commerce & Management Studies/ School of Management Studies, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.



**ORDINANCE NO. 40**  
**MASTER OF FASHION MANAGEMENT (M.F.M.)**  
**2-YEARS POST GRADUATE DEGREE IN FASHION MANAGEMENT**

- 1) Title of the Degree – Master of Fashion Management (MFM)
- 2) Name of Faculty / School – Faculty of Commerce & Management Studies/ School of Management Studies.
- 3) Course Applicability –
  - 3.1) 2 – Year, Master of Fashion Management (MFM) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Duration - Two years (Four semesters)
- 5) Eligibility for Admission :

Candidate who have passed the duly recognized following examination :-

- i) Passed Bachelor Degree of minimum 3 years duration.
  - ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**6) Admission Procedure –**

The eligible candidates as specified in clause 5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the UGC/ other relevant Regulatory Bodies from time to time.

**7) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure of MFM, shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**

A candidate has to complete the entire Degree of MFM Degree ordinarily within a maximum period of **four years** respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**11) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**12) Fee Structure –**



- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**14) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**16) Eligibility for Degree – Eligibility for Award of the MFM Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:



- i. Registered and successfully completed all the core courses, optional Courses, practical/lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**17) General Instruction –**

- i. The admission to the **MFMM** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.



- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 19) These programmes are offered by the Faculty of **Management Studies/ School of Management Studies** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) In future, more branches/ specializations/ courses/ programmes of **MFMM** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 21) The University shall also offer more number of Two Years Master Degree in Fashion Management with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.



**ORDINANCE NO. 41**  
**ONE & HALF YEAR TRADE DIPLOMA**  
**In Various streams of Hotel Management & Catering Technology**

- 1) **Title of the Course –**
  - 1.1) **Diploma in Food Production.**
  - 1.2) **Diploma in Food & Beverage Service.**
  - 1.3) **Diploma in Front Office Operations.**
  - 1.4) **Diploma in Housekeeping Operation.**
  - 1.5) **Diploma in Bakery & Confectionery.**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.**
- 3) **Course Applicability –**
  - 3.1) **One and Half Year Diploma Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The diploma will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
  - 3.4) The one and Half year Diploma program will be governed by the rules and regulations of the concerned regulatory authority.
- 4) **Duration –** The minimum duration of the diploma courses in shall comprise a course of study spread and distributed over a period of **One academic year/ semester + six months in industry (Industrial Training in Hotel)** and candidate will have to be a full-time student.
- 5) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) **Passed 10+2 examination in any subject (also securing minimum marks as per norms of concerned regulatory authority/council), from a recognized board.**



- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority/Council
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority/Council.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**6) Criteria For Selection –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **Diploma Programmes is One and Half year**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **3 years**.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/year
- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/year

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Diploma – Eligibility for Award of the above course Diploma -**

A student shall be declared eligible for award of the **Diploma** if, he/ she has:

- i. A student shall be declared to be eligible for award of the 1 and Half Year Diploma, if he/she fulfils all requirements set by regulatory authority.



- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance.
- ii. The subject to be studied in different semesters include lab work, practical's, industrial training, projects, etc. shall be as per the University schemes, approved by Board of Studies of the University as per the norms of concerned regulatory Authority and Board of Management of the University.
- iii. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of concerned Department. The decision of the Vice-Chancellor shall be final.
- iv. The Reservation of SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**ORDINANCE NO. 42**  
**BACHELOR OF HOTEL MANAGEMENT & CATERING**  
**TECHNOLOGY (BHMCT)**  
**4 - YEAR UNDER GRADUATE DEGREE PROGRAM**

- 1) Title of the Degree – Bachelor of Hotel Management & Catering Technology (BHMCT)
- 2) Name of Faculty / School – Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.
- 3) Course Applicability –
  - 3.1) 4-Year, Bachelor Hotel Management & Catering Technology (BHMCT) degree shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions / alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 3.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Course Name – BHMCT
  - 4.1) Duration - Four years (Eight semesters)
  - 4.2) Eligibility for Admission :

**Candidate who have passed the duly recognized following examination:-**

    - i) Passed 10+2 examination.
    - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) Admission Procedure –

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance



Examination or the University may also use the score card of various competitive entrance examination results of various Institute/Board/University other Professional Bodies Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**7) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Course Structure –**

The Course structure of **BHMCT** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council

**9) Duration & Commencement –**

- i. Scheduled period for the completion of **BHMCT Program** is **4 year**.
- ii. Maximum duration of Program completion is **8 years**.
- iii. Each Academic year shall comprise of **2 semesters** each

**10) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.



**11) Medium of Instruction -**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Study with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the BHMCT Degree**

A student shall be declared eligible for award of the **BHMCT Degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**15) General Instruction –**



- i. The admission to all kinds & mode of **BHMCT** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of **“Aryavart” University, Sehore**, regarding specific courses shall be applicable. In other matters Board of Management of **“Aryavart” University** shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final
- 16) Various Branches/Discipline of **BHMCT** course shall include the current courses/ programme as well as those proposed in future. However, all **BHMCT** course with various Branches/ Discipline shall run and governed through this ordinance.
- 17) In future, more branches/ specializations/ courses/ programmes of **BHMCT** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 18) The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the ~~World~~.



**ORDINANCE NO. 43**  
**MASTER OF HOTEL MANAGEMENT & CATERING**  
**TECHNOLOGY (MHMCT)**  
**2 - YEAR POST GRADUATE DEGREE PROGRAM**

- 1) Title of the Degree – Master of Hotel Management & Catering Technology (MHMCT)
- 2) Name of Faculty / School – Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.

3) Course Applicability –

3.1) 2-Year, Master of Hotel Management & Catering Technology (MHMCT)

Degree shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.

3.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4) Course Name - MHMCT - Full Time

4.1) Duration - Two years (Four semesters).

4.2) Eligibility for Admission :

Candidate who have passed the duly recognized following examination:-

- i) Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree.
- ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) Admission Procedure



The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time

**6) Branch Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview.

**7) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Course Structure –**

The Course structure of **MHMCT** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council

**9) Duration & Commencement –**

- i. Scheduled period for the completion of **MHMCT Program is 2 year.**
- ii. Maximum duration of Program completion is **4 years.**
- iii. Each Academic year shall comprise of **2 semesters** each.

**10) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, ~~the result of such~~ student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPIURC

**11) Medium Of Instruction**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority

**12) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the MHMCT Degree**

A student shall be declared eligible for award of the **MHMCT Degree** if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.



- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her

**15) General Instruction –**

- i. The admission to all kind & modes of **MHMCT** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of “**Aryavart**” University, Sehore, regarding specific courses shall be applicable. In other matters Board of Management of “**Aryavart**” University shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

**16) Various Branches/Discipline of **MHMCT** course shall include the current courses/programme as well as those proposed in future. However, all **MHMCT** course with various Branches/Discipline shall run and governed through this ordinance.**

**17) In future, more branches/specializations/courses/programmes of **MHMCT** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.**



**ORDINANCE NO. 44****5 - YEAR INTEGRATED / DUAL DEGREE PROGRAM IN  
HOTEL MANAGEMENT & CATERING TECHNOLOGY**

- 1) **Title of the Degree** - The Integrated Post Graduate Five Years (Ten Semesters) Hotel Management & Catering Technology Programme shall be designated as Master of Hotel Management & Catering Technology Integrated Programme.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: **BHMCT - MHMCT**
- 3) **Name of Faculty / School** – **Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology**
- 4) **Course Applicability** –
  - 4.1) **5 – Year, Integrated/Dual Degree Programme in Hotel Management & Catering Technology** shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of **MPPURC** and Government of M.P and in accordance with **AICTE**.
  - 4.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination.
  - ii) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination ~~with require~~ percentage of marks or equivalent grade.

- 7) **Admission Procedure** –



The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examinations results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of **BHMCT - MHMCT** Degree ordinarily with in a maximum period of Ten years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause, it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of study shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – This is a liberal/ Flexible exit degree programme –**

**17.1) Eligibility for Award of the BHMCT Degree –**



A student shall be declared eligible for award of the Degree of **BHMCT** at the end of VIII semester if he/she has

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) not desirous/not eligible for **BHMCT** Degree

**17.2) Eligibility for Award of the Integrated BHMCT - BHMCT Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (**BHMCT - BHMCT**), in 17.1 (i, ii, iii, iv, v, vi). Students Should secured minimum CGPA of 5.0 aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **BHMCT - BHMCT** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body



- or any other competent Authority of the Govt. of India/ State Government as amended time to time
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **BHMCT - MHMCT** course shall include the current courses/programme as well as those proposed in future. However, all **BHMCT - MHMCT** course with various Branches/Discipline/ Specialization shall run and governed through this ordinance.
- 20) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 21) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 22) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in **BHMCT - MHMCT** and related/ allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 45****5 - YEAR INTEGRATED / DUAL DEGREE PROGRAM IN  
HOTEL MANAGEMENT & CATERING TECHNOLOGY WITH  
MANAGEMENT**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Management Programme shall be designated as Master of Business Administration Integrated Programme.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: **BHMCT - M.B.A.**
- 3) **Name of Faculty / School** – **Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.**
- 4) **Course Applicability** –
  - 4.1) **5 – Year, Integrated/Dual Degree Programme in Management** shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions / alterations in this Ordinance with the approval of **MPPURC** and Government of M.P and in accordance with **AICTE**.
  - 4.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility For Admission :**

**Candidate who have passed the duly recognized following examination:-**

- i) Passed 10+2 examination.
- ii) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

- 7) **Admission Procedure –**



The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance Examination or the University may also use the score card of various competitive entrance examinations results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the Academic Council or as per the guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of **BHMCT - M.B.A.** Degree ordinarily within a maximum period of Ten years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories, including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance with the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – This is a liberal/ Flexible exit degree programme –**

**17.1) Eligibility for Award of the BHMCT Degree –**



A student shall be declared eligible for award of the Degree of **BHMCT** at the end of VIII semester if he/ she has

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, including seminars, workshops, presentations, group discussion, field work, industrial visit, industrial training, summer training, educational tour, project work and other assignments etc where ever applicable
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) not desirous/not eligible for **BHMCT** Degree.

**17.2) Eligibility for Award of the Integrated BHMCT - M.B.A. Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (**BHMCT - M.B.A.**), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured a minimum CGPA of 5.0 in aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **BHMCT - M.B.A.** Course shall be governed in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with ~~the Rules~~ Directives of UGC/ AICTE/ relevant Regulatory Body



- or any other competent Authority of the Govt. of India/ State Government as amended time to time
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand\_ of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, the University, shall run its various faculties/ departments/ institutes/ schools located in University campus.
- 20) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 21) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Hotel Management & Catering Technology and related/allied stream with Management, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 46**  
**BACHELOR OF SOCIAL WORK (B.S.W.)**  
**3-YEARS BACHELOR DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Social Work (B.S.W.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **3 - Years Bachelor of Social Work (B.S.W.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed 10+2 examination in any subject (also securing minimum pass marks as per the norms of concerned regulatory authority) from a recognized board would be mandatory for admission in **Bachelor of Social Work (BSW) Program.**

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must



pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.S.W.) Program is 3 years.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each academic year shall comprise of 2 semesters.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (B.S.W.) Degree-**

A student shall be declared eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.



- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the (B.S.W.) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The various specializations in the B.S.W. programmes in the Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science, and other faculties shall include the traditional as well as innovative areas of various spheres of knowledge's linked/ related with Public Health, Rural Development, Anthropology, Public Administration, Social Research, Sociology, Social Science, Law & Management**



as proposed by the concerned Board of Studies and duly approved by the Academic Council.

- 17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 18) These programmes are offered by the **Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 19) In future, more branches/ specializations/ courses/ programmes of **(B.S.W.)** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) The University shall also offer more number of three years Bachelor degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 1) This Ordinance shall be applicable to **(B.S.W.)** & all others Three years Bachelor Degree Courses/ Programme in **Arts & Humanities / Social Work & Sociology** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 47**  
**MASTER OF SOCIAL WORK (M.S.W.)**  
**2-YEARS MASTER DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Social Work (M.S.W.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **2 - Years Master of Social Work (M.S.W.)** Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Graduate in relevant subjects (also securing minimum pass marks in these subjects as per the norms of regulatory authority/council) from any recognized University would be mandatory for admission in **Master of Social work (MSW) program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of the Program is **2 years**.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ years.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.S.W. Degree-**

A student shall be declared to be eligible for award of the **M.S.W. Degree** if he/ she has:

- i. Registered and successfully completed all subjects of core courses, optional and specialized Courses, Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc. whichever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the M.S.W. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

**16) The various specializations in the M.S.W. programmes in the Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science, and other faculties shall include the traditional as well as innovative areas of various spheres of knowledge's linked/ related with Public Health, Rural Development, Anthropology, Public Administration, Social Research, Sociology, Social Science, Law & Management as proposed by the concerned Board of Studies and duly approved by the Academic Council.**

**17) These programmes are offered by the Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science, recommended by the concerned Board of**



- Studies and after approval of Academic Council and Board of Management of the University
- 18) In future, more branches/ specializations/ courses/ programmes of (M.S.W.) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 19) The University shall also offer more number of Two Years Master degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to (M.S.W.) & all others Two Years Master Degree Courses/ Programme in **Social Work & Sociology** and related/allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 48**  
**BACHELOR OF PERFORMING ARTS (B.P.A.)**  
**4 - YEAR BACHELOR DEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Performing Arts (B.P.A.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **4 – Year, Bachelor of Performing Arts (B.P.A.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **10+2 pass from a recognized Board with minimum marks as prescribed by concerned regulatory authority would be mandatory for admission in Bachelor of Performing Art (BPA) Program.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor

6) **Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. Scheduled period for the completion of (B.P.A.) Program is 4 years.
- ii. Maximum duration of Program completion is 8 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

9) **Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) **Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.P.A. Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to all kinds & mode of B.P.A. Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** Various Branches/ Discipline/ Specialisation of B.P.A. course shall include the current courses/ programme as well as proposed in future. However, all B.P.A. course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.
- 17)** B.P.A. course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 18)** In future, more branches/ specializations/ courses/ programmes of B.P.A. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 19)** The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20)** This Ordinance shall be applicable to (B.P.A.) & all others Bachelor Degree Courses/ Programme in **Performing Arts** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 49**  
**MASTER OF PERFORMING ARTS (M.P.A.)**  
**2 - YEAR MASTER DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Performing Arts (M.P.A.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **2 – Year, Master of Performing Arts (M.P.A.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Minimum qualification for admission in **Master of Performing Art (MPA)** Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any recognized university or council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.P.A.) Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.P.A. Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to all kinds & mode of **M.P.A.** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/ Discipline/ Specialisation of **M.P.A.** course shall include the current courses/ programme as well as proposed in future. However, all **M.P.A.** course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.**
- 17) **M.P.A.** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.**
- 18) In future, more branches/ specializations/ courses/ programmes of **M.P.A.** can also be offered, keeping in view of new innovations, thrust areas of Government policies and**



demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.

- 19) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to (M.P.A.) & all others Bachelor Degree Courses/ Programme in **Performing Arts** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 50**  
**BACHELOR OF MUSIC / DANCE (B.Music / B.Dance)**  
**3 - YEAR BACHELOR DEGREE PROGRAM**

- 1) **Title of the Degree –**
  - 1.1) **Bachelor of Music (B.Music)**
  - 1.2) **Bachelor of Dance (B.Dance)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science**
- 3) **Course Applicability –**
  - 3.1) **3 – Year, Bachelor of Music/Dance (B.Music / B.Dance) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) 10+2 pass from a recognized Board with minimum marks as prescribed by concerned regulatory authority would be mandatory for admission in **Bachelor of Mus. / Dance (B.Music / B.Dance) Program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.Music / B.Dance) Program is 3 years.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (B.Music / B.Dance) Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University
  - iv. No dues to the University, Hostels, Libraries, NCC/NSS etc. and
  - v. No disciplinary action is pending against him/ her
- 15) **General Instruction –**
- i. The admission to all kinds & mode of **(B.Music / B.Dance)** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/ Discipline/ Specialisation of **(B.Music / B.Dance)** course shall include the current courses/ programme as well as proposed in future. However, all **(B.Music / B.Dance)** course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.
- 17) **(B.Music / B.Dance)** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 18) In future, more branches/ specializations/ courses/ programmes of **(B.Music / B.Dance)** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 19) The University shall also offer more number of **Three Year Bachelor degree programmes** with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to **(B.Music / B.Dance)** & all others Three Year Bachelor Degree Courses/ Programme in **Music & Dance** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 51**  
**MASTER OF MUSIC/DANCE (M.Music / M.Dance)**  
**2 - YEAR MASTER DEGREE PROGRAM**

- 1) Title of the Degree –
  - 1.1) Master of Music (M.Music)
  - 1.2) Master of Dance (M.Dance)
- 2) Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.
- 3) Course Applicability –
  - 3.1) 2 – Year, Master of Music / Dance (M.Music / M.Dance) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Eligibility For Admission :

**Candidate who have passed duly recognized following examination:-**

  - i) Graduate with relevant subject from any recognized University with minimum marks as prescribed by concerned regulatory authority/council would be mandatory for admission in **Master of Music / Dance** program.
    - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
    - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) **Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. Scheduled period for the completion of (M.Music / M.Dance) Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

9) **Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) **Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (M.Music / M.Dance) Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to all kinds & mode of **(M.Music / M.Dance)** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/ Discipline/ Specialisation of **(M.Music / M.Dance)** course shall include the current courses/ programme as well as proposed in future. However, all **(M.Music / M.Dance)** course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.**
- 17) **(M.Music / M.Dance)** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.**
- 18) In future, more branches/ specializations/ courses/ programmes of **(M.Music / M.Dance)** can also be offered, keeping in view of new innovations, thrust areas of Government**



policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.

- 19) The University shall also offer more number of **Two Year Master degree programmes** with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to **(M.Music / M.Dance)** & all others Two Year Bachelor Degree Courses/ Programme in **Music & Dance** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 52**  
**BACHELOR OF FINE ARTS (B.F.A.)**  
**4 - YEAR BACHELOR DEGREE PROGRAM**

- 1) Title of the Degree – Bachelor of Fine Arts (B.F.A.)
- 2) Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.
- 3) Course Applicability –
  - 3.1) 4 – Year, Bachelor of Fine Arts (B.F.A.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Eligibility For Admission :

**Candidate who have passed duly recognized following examination:-**

  - i) 10+2 pass from a recognized Board with minimum marks as prescribed by concerned regulatory authority would be mandatory for admission in Bachelor of Fine Arts (BFA) Program.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) Admission Procedure –



Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) **Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

i. Scheduled period for the completion of **(B.F.A.) Program is 4 years.**

ii. Maximum duration of Program completion is **8 years.**

iii. Each Academic year shall comprise of 2 semesters each.

iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.

v. Each semester shall be spread over not less than 90 teaching days.

vi. Ten day vacation as semester break shall be granted to the students between two semesters.

9) **Course Structure –**

i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) **Fee Structure –**

i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.

ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.

iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.F.A. Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC, NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to all kinds & mode of B.F.A. Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** Various Branches/ Discipline/ Specialisation of B.F.A. course shall include the current courses/ programme as well as proposed in future. However, all B.F.A. course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.
- 17)** B.F.A. course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 18)** In future, more branches/ specializations/ courses/ programmes of B.F.A. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 19)** The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20)** This Ordinance shall be applicable to (B.F.A.) & all others Bachelor Degree Courses/ Programme in **Fine Arts** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 53**  
**MASTER OF FINE ARTS (M.F.A.)**  
**2 - YEAR MASTER DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Fine Arts (M.P.A.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Arts, Humanities & Social Science.**
- 3) **Course Applicability –**
  - 3.1) **2 – Year, Master of Fine Arts (M.F.A.)** Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Minimum qualification for admission in **Master of Fine Art (MFA)** Post Graduate. Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any recognized university /council.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.F.A.) Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

- i. Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.F.A. Degree**

A student shall be declared to be eligible for award of the degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to all kinds & mode of **M.F.A.** Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) Various Branches/ Discipline/ Specialisation of **M.F.A.** course shall include the current courses/ programme as well as proposed in future. However, all **M.F.A.** course with various Branches/ Discipline/ Specialisation shall run and governed through this ordinance.**
- 17) **M.F.A.** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.**
- 18) In future, more branches/ specializations/ courses/ programmes of **M.F.A.** can also be offered, keeping in view of new innovations, thrust areas of Government policies and**



demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.

- 19) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to (M.F.A.) & all others Bachelor Degree Courses/ Programme in **Fine Arts** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 54**  
**MASTER OF ART (JOURNALISM & MASS**  
**COMMUNICATION) (MAJMC)**  
**2 - YEARS MASTER DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Art (Journalism & Mass Communication- MAJMC)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Journalism & Mass Communication.**
- 3) **Course Applicability –**

**3.1) 2 - Year Master of Art (Journalism & Mass Communication- MAJMC) Degree** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

**3.2)** The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

**3.3)** The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Bachelor or an equivalent in any related discipline from any recognized University with minimum pass marks as per the norms of regulatory authority/council would be mandatory for admission.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of MAJMC is **2 years**.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Each Academic year shall comprise of 2 semesters each in semester system .
- iv. The Programs shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days in semester system and 180 days in annual system.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the MAJMC Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University
- iv. No dues to the University, Hostels, Libraries, NCC, NSS etc. and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the above Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Arts, Humanities & Social Science / School of Journalism & Mass Communication**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) In future, more branches/ specializations/ courses/ programmes of **MAJMC** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 19) The University shall also offer more number of **Two years Master Degree** programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to **MAJMC**, in the area of **Journalism & Mass Communication** and related/ allied stream including Honours courses, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 55**  
**DIPLOMA IN LIBRARY AND INFORMATION SCIENCE**  
**(D.Lib. & I.Sc.)**  
**1 - YEAR DIPLOMA PROGRAM**

- 1) **Title of the Diploma – Diploma in Library and Information Science (D.Lib. & I.Sc.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Library Science.**
- 3) **Course Applicability –**

**3.1) 1 - year Diploma in Library and Information Science (D.Lib. & I.Sc.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.

**3.2)** The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) 10+2 pass with any subject from a recognized Board would be eligible for admission in **Diploma in Library and Information Science (D.Lib. & I.Sc.)** program.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

- 5) **Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor

6) **Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

i. Scheduled period for the completion of (D.Lib. & I.Sc.) Program is 1 year.

ii. Maximum duration of Program completion is 2 years.

iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.

iv. Each Year shall be spread over not less than 180 teaching days.

9) **Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) **Fee Structure –**

i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.

ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.

iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC. ✓



**11) Medium of Instruction -**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority

**12) Attendance -**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination -**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Diploma – Eligibility for Award of the (D.Lib. & I.Sc.) Programme-**

A student shall be declared to be eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction -**



- i. The admission to the **(D.Lib. & I.Sc.)** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Arts, Humanities & Social Science / School of Library Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- This Ordinance shall be applicable to **1 year Diploma in Library and Information Science (D.Lib. & I.Sc.)** Program, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 56**  
**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**(B.Lib. & I.Sc.)**  
**1 - YEAR GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Library and Information Science (B.Lib. & I.Sc.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Library Science.**
- 3) **Course Applicability –**
  - 3.1) **1 - year Bachelor of Library and Information Science (B.Lib. & I.Sc.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Graduate with any subject from a recognized University with minimum pass marks, as per the norms of regulatory authority/council would be mandatory for admission in **Bachelor of Library & Information Science (B.Lib. & I.Sc.) program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade

5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) **Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. Scheduled period for the completion of (B.Lib. & I.Sc.) Program is 1 year.
- ii. Maximum duration of Program completion is 2 years.
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. Each Year shall be spread over not less than 180 teaching days.

9) **Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

10) **Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (B.Lib. & I.Sc.) Programme-**

A student shall be declared eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

15) General Instruction –

- i. The admission to the **(B.Lib. & I.Sc.)** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Arts, Humanities & Social Science / School of Library Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to **1 year Bachelor of Library and Information Science (B.Lib. & I.Sc.)** Program, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 57**  
**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**(M.Lib. & I.Sc.)**  
**1 - YEAR POST GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Library and Information Science (M.Lib. & I.Sc.)**
- 2) **Name of Faculty / School – Faculty of Arts, Humanities & Social Science / School of Library Science.**
- 3) **Course Applicability –**

**3.1) 1 - year Master of Library and Information Science (M.Lib. & I.Sc.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.

**3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**

**3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**

**4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) B.Lib. & I.Sc. graduate from any recognized University with, minimum pass marks as per the norms of regulatory authority/council would be mandatory for admission in Master of Library & Information Science (M.Lib. & I.Sc.) program.**
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.Lib. & I.Sc.) Program is 1 year.
- ii. Maximum duration of Program completion is 2 years.
- iii. Each Academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (M.Lib. & I.Sc.) Programme-**

A student shall be declared eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **(M.Lib. & I.Sc.)** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Arts, Humanities & Social Science / School of Library Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to **1 year Master of Library and Information Science (M.Lib. & I.Sc.)** Program, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 58**

**B.Sc. in HOSPITALITY AND HOTEL ADMINISTRATION**  
*Implementation of New Education Policy 2020 in ordinances for Three/Four years*  
**(Hons/Research) Bachelor of Science (B.Sc.) in Hospitality and Hotel**  
**Administration programmes of Undergraduate Degree (CBCS Semester Mode)**

- 1) Title of the Degree – Bachelor of Science “B.Sc.” in Hospitality and Hotel Administration (Hons/Research)
- 2) Name of Faculty / School – Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.
- 3) Course Applicability –

3.1) *Three/Four years (Hons/Research) Bachelor of Science (B.Sc.) in Hospitality and Hotel Administration Degree Program* shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.

3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

- i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme Bachelor of Science (B.Sc.) in **Hospitality and Hotel Administration**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the **second year/third year/fourth year** of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. ~~Disciplinary~~ Disciplinary/interdisciplinary/Minor (32 credits)



- c. Generic Elective (16 credits)
- d. Discipline Specific Elective (16 credits)
- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.


#### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

#### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.





**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the ***Undergraduate Degree in the faculty of her/his Major Subject***. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

#### 4th Year

**Entry 4.** An individual seeking admission to a ***Bachelor's degree (Honours/Research) (Level 8)*** in a specified field of learning would have completed all requirements of the relevant ***three-year bachelor degree (Level 7)***. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for ***Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject***. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120



Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration Four years or eight semesters).	160
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The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
  - Credits' for internship shall be *one credit per week* of internship, subject to a *maximum of six credits in a semester*.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

## 9) TYPES OF COURSES

**Courses are the basic units of education and/or training. Types of courses shall be as follows:**

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).





**b. Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;

- Environmental Education
- English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v.** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she ~~acquires~~ credits as given in Table 2.





The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### **10.2 Second Year (Level 6):**

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### **10.3 Third Year (Level 7):**

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

#### **10.4 Fourth Year (Level 8):**

- a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.
- b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.
  - The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.



**10.5 Credit Distribution for Semester:**

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

**10.6 Additional Courses:**

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty	Skill	Ability	DSE	Field	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III	Enhancement Course (SEC)	Enhancement Course (AEC)		projects/internship/apprenticeship/community engagement and service		
Level 5	1	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 = 20	(40)
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)		1 (4Credits)			6+6+4+4 = 20	Undergraduate Certificate in Main Faculty
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 = 20	(80)
Level 6	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)				6+6+4+4 = 20	Undergraduate Diploma in Main Faculty
	5	1 (6Credits)			1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(120)
Level 7	6	1 (6 Credits)					DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	Bachelor Degree in Main Faculty
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(160)
Level 8	8	1 (6 Credits)	1 (4 Credits)					1 (10Credits) Research Project	6+4+10 = 20	Bachelor Degree (Honours) in Main Faculty Bachelor Degree (Research) in Main faculty
Total		48Credits	32Credits	16Credits	12Credits	08Credits	16 credits	28Credits	160 Credits	



**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- a. The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - b. Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - c. While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be



undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



hours The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3

- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
- iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
- v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent



- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures ~~some~~ credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- x. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xi. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiii. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.





- xiv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
  - xv. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
  - xvi. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.
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Table 4 : Structure of Credit Course (Semester System)

Course (Credit)	Course Type	Credits Allocated			Distribution of Theory Marks		Distribution of Practical Marks		Tutorial Marks	
		Theory	Practical	Tutorial	Internals (Through CCE)	External (-End Semester Exam)	Internal	External (End Semester Practical Exam)		
1	Core/GE/DSE (6)	6	NA	NA	40	60	NA	NA	NA	
2	Core/DSE/GE (6)	4	2	NA	40	60	40	60	NA	
3	Core/DSE/GE (6)	2	4	NA	40	60	50 (Through CCE)	50	NA	
4	Core/DSE/GE (6)	5	NA	1	40	60	NA	NA	100	
5	DSE/SEC (Vocational Courses) (4)	4	0	NA	40	60	NA	NA	NA	
6	DSE/SEC (Vocational Courses) (4)	3	1(P,T,W,etc)	NA	40	60	NA	100	NA	
7	DSE/SEC (Vocational Courses) (4)	1	3(P,T,W,etc)	NA	40	60	50 (Through CCE)	50	NA	
8	DSE/SEC (Vocational Courses)(4)	3	NA	1	40	60	NA	NA	100	
9	AECC (Foundation Course) (4)	4	NA	NA	40	60	NA	NA	NA	
10	Field-Projects / Internship / Apprenticeship /Community engagement & service/Research Project (6)	NA	(i) Field-Projects / Internship / Apprenticeship / Community engagement & service: 4 Credits (75 Marks) (ii) Evaluation of Report:2Credit(25 Marks)							
11	Research Methodology(4)	Type-4	3	NA	1	40	60	NA	NA	100
12	Dissertation (10)	NA	Evaluation of Thesis: 6 Credits (50 Marks)+ Pre submission viva-voce: 2 Credit(25 Marks)+ External viva-voce: 2 Credit(25 Marks)							

Vice-Chancellor

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**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the **i<sup>th</sup>** subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the **i<sup>th</sup>** subject, where **i= 1,2 .....n** are the number of subjects in that semester.

- iii. **CGPA** is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the **J<sup>th</sup>** semester, **SGj** is the SGPA earned in the **J<sup>th</sup>** semester, where **j=1, 2 ..... m** are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:



Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage = CGPA x10
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

**19) Credit Transfer:**

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the university in which the admission is sought by the



- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
- i. The admission to the **B.Sc. in Hospitality and Hotel Administration** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

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**ORDINANCE NO. 59**  
**M.Sc. in HOSPITALITY ADMINISTRATION**  
**2 - YEAR MASTER DEGREE PROGRAM**

- 1) **Title of the Degree – M.Sc. in Hospitality Administration.**
- 2) **Name of Faculty / School – Faculty of Commerce & Management Studies / School of Hotel Management & Catering Technology.**
- 3) **Course Applicability –**
  - 3.1) **2 - Year, M.Sc. in Hospitality Administration** degree shall be quoted simply 'Program' hereafter in this ordinance, as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions / alterations in this Ordinance with the approval of **MPPURC** and Government of **M.P.**
  - 3.3) The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Duration - Two years (Four semesters)**
- 5) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passed 3 or 4 Years Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management or equivalent from a recognized University and the institute (also securing minimum pass mark in the relevant subjects as per the norms of concerned regulatory authority.
- ii) Notwithstanding anything contained in the above-mentioned rules, the **eligibility criteria will be as decided by the Governing Body and the Academic Council** from time to time, in accordance with the concerned Regulatory Authority.
- iii) Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**6) Admission Procedure –**

The eligible candidates as specified in clause 5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC/ other relevant Regulatory Bodies from time to time.

**7) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of **M.Sc. in Hospitality Administration Degree** ordinarily with in a maximum period of Four year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**11) Commencement –**

- i. Each Academic year shall comprise of 2 semesters each.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.



- iv. Ten day vacation as semester break shall be granted to the students between two semesters.

**12) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**14) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**16) Eligibility for Degree – Eligibility for Award the Degree**

A student shall be declared to be eligible for award the Degree if he/ she has

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**17) General Instruction –**

- i. The admission to the **M.Sc. in Hospitality Administration** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/



advice of a Committee, consisting of the Principal/ Dean of the concerned department The decision of the Vice-Chancellor shall be final.

- 18) In future, more branches/ specializations/ courses/ programmes can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 19) The University shall also offer more number of Two years Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 20) This Ordinance shall be applicable to all Two years Master Degree (M.Sc.) in Hotel Management & Catering Technology and related/ allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 60**  
**DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.)**  
**2 - YEARS DIPLOMA PROGRAMME**

- 1) **Title of the Course – Diploma in Elementary Education (D.El.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Diploma in Elementary Education (D.El.Ed.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates with at least 50% marks in the higher secondary (+2) or its equivalent examination are eligible for admission.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

6) **Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE, MPPURC and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. Scheduled period for the completion of D.El.Ed. Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. There shall be at least two hundred working days each year exclusive of the period of examination and admission.

9) **Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

10) **Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per recommendation of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, NCTE.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work including practicum, and 90% for school internship, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Diploma – Eligibility for Award of the D.El.Ed. Programme-**

A student shall be declared to be eligible for award of the **Diploma** if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and



- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **D.El.Ed.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Education / School of Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Two years Diploma in Elementary Teachers Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 61**  
**BACHELOR OF EDUCATION (B.Ed.)**  
**2 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Education (B.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Bachelor of Education (B.Ed.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Candidates with at least 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/ Social Sciences/ Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



- admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**  
Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.
- 6) **Course/Specialization Distribution –**  
Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.
- 7) **Number of Seats –**  
Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE, MPPURC and other statutory bodies as and where applicable.
- 8) **Duration & Commencement –**  
  - i. Scheduled period for the completion of B.Ed. Program is 2 year,
  - ii. Maximum duration of Program completion is 3 years.
  - iii. Each Academic year shall comprise of 2 semesters.
  - iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
  - v. Each semester shall be spread over not less than 90 teaching days.
- 9) **Course Structure –**  
Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.
- 10) **Fee Structure –**  
  - i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
  - ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
  - iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, NCTE.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work and practicum, and 90% for school internship, in each semester/ year. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.Ed. Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the B.Ed. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of Education / School of Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Two years Degree in Teachers Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 62**  
**BACHELOR OF ELEMENTARY EDUCATION (B.El.Ed.)**  
**4 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Elementary Education (B.El.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **4 - years Bachelor of Elementary Education (B.El.Ed.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates seeking admission to the B.El.Ed Programme should have cleared the higher secondary examination or any other examination recognised as equivalent thereto with a minimum aggregate of 50% marks.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules; the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, MPPURC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of B.El.Ed. Program is 4 year.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.El.Ed. Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **B.El.Ed.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Education / School of Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Four years Degree in Elementary Teachers Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 63**  
**MASTER OF EDUCATION (M.Ed.)**  
**2 - YEARS POST GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Education (M.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Master of Education (M.Ed.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates seeking admission to the M.Ed. programme should have. obtained at least 50% marks or an equivalent grade in the following programmes:
    - B.Ed.
    - B.A.B.Ed., B.Sc.B.Ed.
    - B.El.Ed.
    - D.El.Ed. with an undergraduate degree (with 50% marks in each).
  - ii) Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE, MPPURC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of M.Ed. Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. Each academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.Ed. Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **M.Ed.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of **Faculty of Education / School of Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Two years Master Degree in Teachers Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 64****B.A.B.Ed. / B.Sc.B.Ed. / B.Com.B.Ed.****4 - YEAR INTEGRATED DEGREE PROGRAMME****1) Title of the Degree – 4 Years Integrated Degree Programme****1.1) B.A.B.Ed.****1.2) B.Sc.B.Ed.****1.3) B.Com.B.Ed.****2) Name of Faculty / School – Faculty of Education / School of Education****3) Course Applicability –****3.1) 4 - years Integrated Degree Programme (B.A.B.Ed./ B.Sc.B.Ed./ B.Com.B.Ed.)**

Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.

**3.2)** The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

**4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i)** Candidates with at least 50% marks in the higher secondary (+2) or its equivalent examination are eligible for admission.
  - ii)** The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **Integrated Degree Programme is 4 year.**
- ii. Maximum duration of Program completion is **6 years.**
- iii. Each Academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the Integrated Degree -**

A student shall be declared eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **Integrated Degree Programme** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**
- 17) These programmes are offered by the Faculty of Faculty of Education / School of Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.**
- 18) This Ordinance shall be applicable to all Four years Integrated Degree Programme in Teachers Education, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.**



**ORDINANCE NO. 65**  
**BACHELOR OF EDUCATION (B.Ed. - PART TIME)**  
**3 - YEARS PART TIME DEGREE PROGRAMME**

- 1) Title of the Degree – Bachelor of Education (B.Ed.-Part Time)**
- 2) Name of Faculty / School – Faculty of Education / School of Education**
- 3) Course Applicability –**
  - 3.1) 3 - years Bachelor of Education (B.Ed. - Part Time) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies** is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree** will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Upper Primary and Secondary school teachers** who are in service as full time teacher for at least two years at the time of making application and who shall continue to be in service during the entire duration of the programme. The applicant shall be required to furnish a certificate to this effect from the Head of the school where he/she is employed..
  - ii) The applicants** with at least 50% marks either in the Bachelor Degree and /or in the Postgraduate Degree in Sciences/Humanities/Social Sciences or Bachelor degree in Engineering or Technology with background /specialization in Science and Mathematics with 50% marks or any other qualification equivalent thereto are eligible for admission.
  - iii) The reservation and relaxation** for SC/'ff/OBC/PWD shall be as per rules of the Central/State Governments, whichever applicable.



- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **B.Ed.-Part Time Program** is **3 year**.
- ii. Maximum duration of Program completion is **5 years**.
- iii. Each Academic year shall comprise of **2 semesters**.
- iv. The Programs shall generally commence in **July/August** every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than **90 teaching days**.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**



- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, NCTE.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all the course work, and 90% for school internship. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.Ed.-Part Time Degree-**

A student shall be declared eligible for award of the Degree if, he/ she has:



- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **B.Ed.-Part Time** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**
- 17) These programmes are offered by the Faculty of Education / School of Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.**
- 18) This Ordinance shall be applicable to all Three years Part Time Degree in Teachers Education (B.Ed.-Part Time), except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.**



**ORDINANCE NO. 66**  
**3 - YEARS B.Ed. M.Ed. INTEGRATED DEGREE**  
**PROGRAMME**

- 1) **Title of the Degree – 3 Years Integrated Degree (B.Ed.M.Ed.) Programme**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **3 - years Integrated Degree (B.Ed.M.Ed.) Programme** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) PG Degree in Science/Social Science/Humanities/Other relevant disciplines from a recognized University/Institute. Minimum aggregate marks/grade required is 55% or equivalent grade.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **Integrated Degree (B.Ed. M.Ed.) Programme is 3 year.**
- ii. Maximum duration of Program completion is **5 years.**
- iii. Each Academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all the course work, and 90% for school internship. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the 3 Year Integrated Degree (B.Ed.+M.Ed.)**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **3-Years Integrated Degree (B.Ed.+M.Ed.) Programme** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of **Faculty of Education / School of Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Three years Integrated Degree (B.Ed.+M.Ed.) Programme**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 67**  
**DIPLOMA IN PHYSICAL EDUCATION (D.P.Ed.)**  
**2 - YEARS DIPLOMA PROGRAMME**

- 1) **Title of the Course – Diploma in Physical Education (D.P.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Diploma in Physical Education (D.P.Ed.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Candidates with at least 50% marks in the higher secondary (+2) or its equivalent examination are eligible for admission.**
  - ii) **The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**





Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **D.P.Ed. Program is 2 year.**
- ii. Maximum duration of Program completion is **3 years.**
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. There shall be at least two hundred working days each year exclusive of the period of examination and admission.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, NCTE.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work including practicum, and 90% for school internship, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Diploma – Eligibility for Award of the D.P.Ed. Programme-**

A student shall be declared to be eligible for award of the **Diploma** if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and



- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **D.P.Ed.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **NCTE** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Education / School of Physical Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Two years Diploma in Physical Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 68**  
**BACHELOR OF PHYSICAL EDUCATION (B.P.Ed.)**  
**2 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Physical Education (B.P.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Bachelor of Physical Education (B.P.Ed.)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Bachelor's degree in any discipline with 50% marks and having at least participation in the Inter- College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/SGFI/Govt. of India.

**Or**
  - ii) Bachelor's degree in physical education with 45% marks.

**Or**
  - iii) Bachelor's degree in any discipline with 45% marks and studied physical education as compulsory/ elective subject.

**Or**
  - iv) Bachelor's degree with 45% marks and having participated in National/ Inter University/ State competitions or secured 1st, 2nd or IIIrd position in Inter College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/SGFI/Govt. of India.



- v) Bachelor's degree with participation in international competitions or secured Ist, 2nd or IIIrd position in National/ Inter-University competition in sports and games as recognized by respective federations/ AIU/IOA/SOFI/Govt. of India.

**Or**

- vi) Graduation with 4.5% marks and at least three years of teaching experience (for deputed in-service candidates i.e. trained physical education teachers/ coaches)
- vii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of B.P.Ed. Program is 2 year.



- ii. Maximum duration of Program completion is **3 years**.
- iii. Each Academic year shall comprise of **2 semesters**.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, NCTE.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work and practicum, and 90% for school internship, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable



**13) Examination –**



- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.P.Ed. Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the B.P.Ed. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
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- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Education / School of Physical Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to all **Two years Degree in Physical Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 69**  
**MASTER OF PHYSICAL EDUCATION (M.P.Ed.)**  
**2 - YEARS POST GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Physical Education (M.P.Ed.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Master of Physical Education (M.P.Ed.)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Bachelor of Physical Education (B.P.Ed.) or equivalent with at least 50% marks.
  - Or**
  - ii) Bachelor of Science (B.Sc.) in Health and Physical Education / Bachelor of Physical Education & Sports (B.P.E.S.) with at least 50% marks.
  - iii) Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, NCTE and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of M.P.Ed. Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. Each Academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of NCTE.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.**

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.P.Ed. Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the M.P.Ed. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly NCTE or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**
- 17) These programmes are offered by the Faculty of Faculty of Education / School of Physical Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.**
- 18) This Ordinance shall be applicable to all Two years Master Degree in Physical Education, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.**



**ORDINANCE NO. 70**  
**BACHELOR OF PHYSICAL EDUCATION & SPORTS (B.P.E.S.)**  
**3 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Physical Education (B.P.E.S.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Bachelor of Physical Education & Sports (B.P.E.S.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) 10+2 pass from any recognized board with minimum pass marks as prescribed by concerned regulatory authority/council would be mandatory for admission in the program.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **B.P.E.S. Program is 3 year.**
- ii. Maximum duration of Program completion is **6 years.**
- iii. Each academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% in both theory and practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.P.E.S. Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the B.P.E.S. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Education / School of Physical Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Three years Degree in Physical Education & Sports**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 71**  
**MASTER OF PHYSICAL EDUCATION & SPORTS (M.P.E.S.)**  
**2 - YEARS POST GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Physical Education & Sports (M.P.E.S.)**
- 2) **Name of Faculty / School – Faculty of Education / School of Physical Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years Master of Physical Education & Sports (M.P.E.S.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Bachelor of Physical Education (B.P.Ed.)
  - Or**
  - ii) Bachelor of Science (B.Sc.) in Health and Physical Education.
  - Or**
  - iii) Bachelor of Physical Education & Sports (B.P.E.S.)
  - iv) with at least 50% marks or prescribed by the regulatory authority/council would be mandatory for admission in the program.
  - v) Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **M.P.E.S. Program is 2 year.**
- ii. Maximum duration of Program completion is **4 years.**
- iii. Each academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.P.E.S. Degree-**

A student shall be declared eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the M.P.E.S. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the Faculty of Faculty of Education / School of Physical Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to all Two years Master Degree in Physical Education & Sports, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 72**  
**DIPLOMA IN COMPUTER APPLICATION (DCA)**  
**1 - YEAR DIPLOMA COURSE**

- 1) **Title of the Course – Diploma in Computer Application (DCA)**
- 2) **Name of Faculty / School – Faculty of Basic & Applied Science / School of Computer Sciences & Applications.**
- 3) **Course Applicability –**
  - 3.1) **1-Year Diploma in Computer Application (DCA) shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Passed 10+2 with any subject from a recognized Board (also securing minimum pass mark in the relevant subjects as per the norms of concerned regulatory authority /council) would be mandatory for admission in Diploma in Computer Application (DCA) program.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) **Admission Procedure –**





Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **DCA Program is 1 years.**
- ii. Maximum duration of Program completion is **2 years.**
- iii. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.
- iv. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iii. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

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Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Course –**

A student shall be declared to be eligible for award of the diploma if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.



**15) General Instruction –**

- i. The admission to the above courses shall be governed in accordance and provisions with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended from time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the Faculty of **Faculty of Basic & Applied Science / School of Computer Sciences & Applications** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) The University shall also offer more number of One years Diploma programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.



**ORDINANCE NO. 73**  
**POST GRADUATE DIPLOMA IN COMPUTER APPLICATION**  
**(PGDCA)**  
**1-YEAR POST GRADUATE DIPLOMA COURSE**

- 1) **Title of the Course – Post Graduate Diploma in Computer Application (PGDCA)**
- 2) **Name of Faculty / School – Faculty of Basic & Applied Science / School of Computer Sciences & Applications.**
- 3) **Course Applicability –**
  - 3.1) **1-Year Post Graduate Diploma in Computer Application (PGDCA)** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Graduate with any subject (relevant subjects if required by concerned by regulatory authority) from a recognized University with minimum pass marks would be mandatory for admission in the program.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of PGDCA Program is 1 years.
- ii. Maximum duration of Program completion is 2 years.
- iii. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.
- iv. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Course –**

A student shall be declared to be eligible for award of the course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the above courses shall be governed in accordance and provisions with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended from time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** The University shall also offer more number of One year PG Diploma programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 18)** This Ordinance shall be applicable to all One year PG Diploma in Computer Application, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 74**  
**DIPLOMA IN PARAMEDICAL SCIENCES**  
**2 - YEAR DIPLOMA PROGRAMME IN**  
**VARIOUS STREAMS OF PARAMEDICAL SCIENCE**

- 1) Title of the Course – Diploma**
- 2) Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Paramedical Science.**
- 3) Course Applicability –**
  - 3.1) 2 - years Diploma in Paramedical Science Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) Name of the Faculty/ Board of Studies is Faculty of Medical Health & Allied Sciences and the Department shall be School of School of Paramedical Science.**
  - 3.4) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) 10+2 pass in PCB with minimum pass mark as per the norms of regulatory authority/council.**
  - ii) For Diploma in Perfusionist Cardiac Surgery Technician, the candidate shall have passed B.Sc. (Biology group) with minimum marks as per the norms of regulatory authority/ council.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **Diploma Program is 2 year.**
- ii. Maximum duration of Program completion is **4 years.**
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. Each year shall be spread over not less than 180 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Diploma – Eligibility for Award of the Diploma Programme-**

A student shall be declared to be eligible for award of the **Diploma** if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **Diploma in Paramedical Science** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) Diploma in Paramedical Science, in the Faculty of Medical Health & Allied Sciences/ School of Paramedical Science, shall include the specialization/ discipline/ branches of**
- Cath Lab Technician, Naturopathy, Pharmacy (Ayurvedic), Pharmacy (Unani), Pharmacy (Homeopathy), Human Nutrition, Microbiology, Paramedical Ophthalmic Assistant, Clinical Biochemistry, Dialysis Technician, Perfusionist Cardiac Surgery Technician, Blood Transfusion, Gamma Camera Technician/ Radio Therapy Technician, Optometric Refraction, Optometrist Contact Lens, Anesthesia Technician, X-RAY Radiographer Technician, Medical Lab Technician,



**Dental Mechanics, Dental Hygiene, Diploma in Sanitary Inspector / Public Health Inspector.**

- 17) The list of various specializations of **Diploma** course shall include the current courses/ programme as well as proposed in future. However, all the **Diploma** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 19) These programmes are offered by the **Faculty of Medical Health & Allied Sciences/ School of Paramedical Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) In future, more specializations/courses/programmes of **Diploma in Paramedical Science**, can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 21) This Ordinance shall be applicable to all **Two Years Diploma Programme in Paramedical Science** and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 75**  
**3 - YEARS UNDER GRADUATE DEGREE PROGRAMME IN**  
**VARIOUS STREAMS OF PARAMEDICAL SCIENCE**

- 1) **Title of the Course –**
  - **Bachelor In Occupational Therapy**
  - **Bachelor In Speech Therapy**
  - **Bachelor In X-RAY Radiographer Technician**
  - **Bachelor In Human Nutrition**
  - **Bachelor In Medical Lab Technician**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Paramedical Science.**
- 3) **Course Applicability –**
  - 3.1) **3 - years Bachelor Degree in Various Streams of Paramedical Science**, shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **10+2 pass in PCB with minimum pass mark as per the norms of regulatory authority/council.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of above **Bachelor Degree Program is 3 year.**
- ii. Maximum duration of Program completion is **6 years.**
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. Each year shall be spread over not less than 180 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the above Bachelor Degree Programme-**

A student shall be declared to be eligible for award of the above Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **3 Year Bachelor Degree in various streams of Paramedical Science** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) 3 Year Under Graduate Degree**, shall include the specialization/ discipline/ branches of Various Streams of Paramedical Science listed above, and it includes traditional as well as innovative areas of various spheres of Paramedical Science and other related areas as proposed by the concerned Board of Studies and duly approved by the Academic Council.
- 17)** The list of various specializations of **3 Year Under Graduate Degree**, shall include the current courses/ programme as well as proposed in future. However, all the **3 Year Under Graduate Degree** programmes with various specializations at present & in future shall run and governed through this ordinance.



- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 19) In future, more specializations/courses/programmes of **3 Year Under Graduate Degree**, can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) This Ordinance shall be applicable to all **3 Year Under Graduate Degree Programme in Various Streams of Paramedical Science** and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 76**  
**BACHELOR OF PHYSIOTHERAPY (BPT)**  
**4 - YEARS BACHELOR DEGREE PROGRAMME**

- 1) Title of the Degree – Bachelor of Physiotherapy (BPT)**
- 2) Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Paramedical Science.**
- 3) Course Applicability –**

**3.1) 4 - years Bachelor of Physiotherapy (BPT) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**

**3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**

**3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**

**4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) The candidate must have passed 10 +2 with science group (Physics, Chemistry and Biology) and should have secured minimum marks as per the norms of regulatory authority/council for the admission in Bachelor of Physiotherapy (BPT) program.**
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of B.P.T. Program is 4 year.
- ii. 6 months of compulsory rotating internship in Physiotherapy.
- iii. Maximum duration of Program completion is 8 years.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each year shall be spread over not less than 180 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.P.T. Programme-**

A student shall be declared eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.



**15) General Instruction –**

- i. The admission to the **B.P.T.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**
- 17) This Ordinance shall be applicable to all Four years B.P.T. Course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.**



**ORDINANCE NO. 77****2 - YEARS POST GRADUATE DEGREE PROGRAMME IN  
VARIOUS STREAMS OF PARAMEDICAL SCIENCE**

- 1) **Title of the Course –**
  - **Master of Physiotherapy – M.P.T. (Sports, Orth., Neuro., Cardio., Obst. & Gyne.)**
  - **Master In Medical Laboratory Technician – M.M.L.T. (Haemtology, Histopathology, Microbiology, Biochemistry)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Paramedical Science.**
- 3) **Course Applicability –**
  - 3.1) **2 - years Master Degree in Various Streams of Paramedical Science, shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **For M.P.T. Course - Bachelor of Physiotherapy, B.Sc. (PT) or BPT degree from a recognized university/institutes, with minimum marks as per the norms of regulatory authority/council and have completed 6 months of compulsory rotating internship in Physiotherapy.**
  - ii) **For M.M.L.T. Course - should have passed full time regular Bachelor's in Medical Laboratory Technology (BMLT) from any recognized university/institutes with minimum pass marks as per the norms of regulatory authority/council.**



- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of above **Master Degree Program is 2 year.**
- ii. Maximum duration of Program completion is **4 years.**
- iii. The Programs shall generally commence in **July/August every year. Other than under exceptional circumstances.**
- iv. Each year shall be spread over not less than **180 teaching days.**

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the above Master Degree Programme-**

A student shall be declared to be eligible for award of the above **Master Degree** if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group



Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **2 Years Master Degree in various streams of Paramedical Science** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) 2 Years Post Graduate Degree**, shall include the specialization/ discipline/ branches of - Sports, Orth., Neuro., Cardio., Obst. & Gyne., Haemtology, Histopathology, Microbiology, Biochemistry, and it includes traditional as well as innovative areas of



various spheres of Paramedical Science and other related areas as proposed by the concerned Board of Studies and duly approved by the Academic Council.

- 17) The list of various specializations of **2 Years Post Graduate Degree**, shall include the current courses/ programme as well as proposed in future. However, all the **2 Years Post Graduate Degree** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 19) In future, more specializations/courses/programmes of **2 Years Post Graduate Degree**, can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) This Ordinance shall be applicable to all **2 Years Post Graduate Degree Programme in Various Streams of Paramedical Science** and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 78**  
**BACHELOR OF SCIENCE IN NURSING (B.Sc. Nursing)**  
**4 - YEARS BACHELOR DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Science in Nursing (B.Sc. Nursing)**
- 2) **Name of Faculty / School – Faculty of Nursing/ School of Nursing.**
- 3) **Course Applicability –**
  - 3.1) **4 - years Bachelor of Science in Nursing (B.Sc. Nursing) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) 10+2 pass from a recognized Board with Physics, Chemistry & Biology with aggregate of 45% marks would be mandatory for admission in B.Sc. Nursing Program.
  - ii) The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, INC.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, INC.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, INC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of B.Sc. Nursing. Program is 4 year.
- ii. Maximum duration of Program completion is 8 years.
- iii. Each academic year shall comprise of 12 months.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each year shall be spread over not less than 180 teaching days.
- vi. 3-week vacation shall be granted to the students in each academic year.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of INC.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

The medium of instruction and examination shall be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, INC.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 100% attendance in each of the practical area before award of degree. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.Sc. Nursing. Programme-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Model Practical Examination, Presentations, Group Discussion, Observational /field visit/ Health talk, Hospital Visit, Hospital training, Summer Training, Educational Tour, Project Work and Clinical assignment, Clinical Presentation etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **B.Sc. Nursing Courses** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **INC** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **INC** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** This Ordinance shall be applicable to **Four Years B.Sc. Nursing Programme**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 79**  
**MASTER OF SCIENCE IN NURSING (M.Sc. Nursing)**  
**2 - YEARS MASTER DEGREE PROGRAMME**

- 1) Title of the Degree – Master of Science in Nursing (M.Sc. Nursing)**
- 2) Name of Faculty / School – Faculty of Nursing / School of Nursing.**
- 3) Course Applicability –**
  - 3.1) 2 - years Master of Science in Nursing (M.Sc. Nursing) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) The Minimum education requirements shall be the passing of: B.Sc. Nursing/ B.Sc. Hons. Nursing/ Post Basic B.Sc. Nursing with minimum of 55% aggregate marks (50 % for reserved category).**
  - ii) The candidate should be a Registered Nurse and Registered midwife or equivalent with any State Nursing Registration Council.**
  - iii) The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing.**
  - iv) Minimum one year of work experience after Basic B.Sc. Nursing.**
  - v) Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, INC.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, INC.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, INC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of M.Sc. Nursing Program is 2 year.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each academic year shall comprise of 12 months.
- iv. The Programs shall generally commence in July/ August every year. Barring exceptional circumstances.
- v. Each year shall be spread over not less than 180 teaching days.
- vi. 4 weeks' vacation shall be granted in the entire program.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of INC.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.



- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

The medium of instruction and examination shall be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority. INC.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 100% attendance in each of the practical area before award of degree. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.Sc. Nursing Programme-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Model Practical Examination, Presentations, Group Discussion, Observational /field visit/ Health talk, Hospital Visit, Hospital training, Summer Training, Educational Tour, Project Work and



Clinical assignment, Clinical Presentation, Dissertation/ Thesis etc where ever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **M.Sc. Nursing** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **INC** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **INC** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The degree of M.Sc. Nursing Programme, in the Faculty of Nursing / School of Nursing, shall include the specialization/ discipline/ branches of – Medical and Surgical Nursing, Gynaecology and Obstetrics Nursing, Neuroscience and Mental Health Nursing, Critical Care Nursing, Oncological Nursing, Neonatal infant and New-born**



Nursing, Nephrological Nursing, Child Health Nursing, Community Health Nursing etc. and it includes traditional as well as innovative areas of various spheres of Nursing and other related areas as proposed by the concerned Board of Studies and duly approved by the Academic Council.

- 17) The list of various specializations of **M.Sc. Nursing** course shall include the current courses/programme as well as proposed in future. However, all the **M.Sc. Nursing** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 19) These programmes are offered by the **Faculty of Nursing / School of Nursing**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) In future, more specializations/courses/programmes of **M.Sc. Nursing** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 21) This Ordinance shall be applicable to all **M.Sc. Nursing**, Regular programme and in others Post Graduates Degree in **Nursing** and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 80**  
**POST BASIC B.Sc. NURSING**  
**2 - YEARS DEGREE PROGRAMME**

- 1) **Title of the Degree – Post Basic B.Sc. Nursing (P.B.B.Sc. Nursing)**
- 2) **Name of Faculty / School – Faculty of Nursing / School of Nursing.**
- 3) **Course Applicability –**
  - 3.1) **2 - years Post Basic B.Sc. Nursing (P.B.B.Sc. Nursing) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination by the recognized board.
  - ii) Those who have done 10+1 in or before 1986, will be eligible for admission.
  - iii) Obtained a certificate in General Nursing and Midwifery and registered as R.N.R.M. with the State Nurses Registration Council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, INC.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, INC.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, INC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of P.B.B.Sc. Nursing. Program is 2 year.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each academic year shall comprise of 12 months each.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each year shall be spread over not less than 180 teaching days.
- vi. 3-week vacation shall be granted to the students in each academic year.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of INC.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

The medium of instruction and examination shall be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, INC.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 100% attendance in each of the practical area before award of degree. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the P.B.B.Sc. Nursing. Programme-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Model Practical Examination, Presentations, Group Discussion, Observational /field visit/ Health talk, Hospital Visit, Hospital training, Summer Training, Educational Tour, Project Work and Clinical assignment, Clinical Presentation etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **P.B.B.Sc. Nursing Courses** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **INC** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **INC** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Nursing / School of Nursing**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to Two Years **P.B.B.Sc. Nursing Programme**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 81**  
**GENERAL NURSING & MIDWIFERY (G.N.M.)**  
**3 - YEARS PROGRAMME**

- 1) **Title of the Course – General Nursing & Midwifery (G.N.M.)**
- 2) **Name of Faculty / School – Faculty of Nursing / School of Nursing.**
- 3) **Course Applicability –**
  - 3.1) **3 - years General Nursing & Midwifery (G.N.M.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **10+2 with English and must have obtained a minimum of 40% at the qualifying examination and English individually for any recognized board. Candidates are also eligible from State Open School recognized Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government. However Science is preferable.**
  - ii) **10+2 with English having 40% of marks in vocational ANM course from the school recognized by Indian Nursing council.**
  - iii) **10+2 with English having 40% of marks in Vocational Stream-Health care Science from a recognized CBSE board/Centre.**
  - iv) **Registered ANM with pass mark.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, INC.**



- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, INC.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, INC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of G.N.M. Program is 3 year.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each academic year shall comprise of 12 months each.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each year shall be spread over not less than 180 teaching days.
- vi. 3-week vacation shall be granted to the students in each academic year.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of INC.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

The medium of instruction and examination shall be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, INC.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 100% attendance in each of the practical area before award of degree. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Course – Eligibility for Award of the G.N.M. Programme-**

A student shall be declared to be eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Model Practical Examination, Presentations, Group Discussion, Observational /field visit/ Health talk, Hospital



Visit, Hospital training, Summer Training, Educational Tour, Project Work and Clinical assignment, Clinical Presentation etc where ever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the G.N.M. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly INC or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly INC or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of Nursing / School of Nursing, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to G.N.M. Programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 82**  
**3 - YEARS (B.Sc.) DEGREE IN VARIOUS STREAMS OF**  
**ALLIED HEALTH SCIENCE**

- 1) **Title of the Degree – B.Sc. in Allied Health Science**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Allied Health Science.**
- 3) **Course Applicability –**
  - 3.1) **3 - Years Bachelor of Science (B.Sc.) in Allied Health Science**, Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) Name of the Faculty/ Board of Studies is **Faculty of Medical Health & Allied Sciences** and the Department shall be **School of Allied Health Science**.
  - 3.4) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **(B.Sc. in Allied Health Science) Program** is 3 years, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is 6 years.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (B.Sc. in Allied Health Science) Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **(B.Sc. in Allied Health Science)** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

**16) The Degree of B.Sc. in Allied Health Science, in the Faculty of Medical Health & Allied Sciences / School of Allied Health Science, shall include the subjects of various branches/specializations/discipline/areas as - Medical Lab Technician (M.L.T.), O.T. Technology, Cardiac Care Technology, Perfusion Technology, Neuro Science Technology, Renal Dialysis Technology, Respiratory Care Technology, Anaesthesia Technology, Imaging Technology, Radiotherapy Technology.**

**17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**



- 18) These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Allied Health Science**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 19) In future, more branches/ specializations/ courses/ programmes of **(B.Sc. in Allied Health Science)** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) The University shall also offer more number of three years Bachelor degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 21) This Ordinance shall be applicable to **(B.Sc. in Allied Health Science)** & all others Three years Bachelor Degree Courses/ Programme in **Allied Health Science** and related/allied stream including Honours course, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 83**  
**DIPLOMA IN PHARMACY (D.Pharm)**  
**2 - YEARS DIPLOMA PROGRAMME**

- 1) **Title of the Course – Diploma in Pharmacy (D.Pharm)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Pharmacy.**
- 3) **Course Applicability –**
  - 3.1) **2 - years Diploma in Pharmacy (D.Pharm) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) **The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **10+2 pass from a recognized Board with Physics, Chemistry & Biology/Mathematics with minimum marks for eligibility as per the norms of regulatory authority/council would be mandatory for admission in D.Pharm Program.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, PCI.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, PCI.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, PCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **D.Pharm Program** is **2 year**.
- ii. Maximum duration of Program completion is **4 years**.
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. Each year shall be spread over not less than 180 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of PCI.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.
- 11) Medium of Instruction –**  
Medium of instruction and examinations would be English, in accordance to the guidelines prescribed by regulatory authority. PCI.
- 12) Attendance –**  
Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- 13) Examination –**  
i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.  
ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.
- 14) Eligibility for Diploma – Eligibility for Award of the D.Pharm Programme-**  
A student shall be declared to be eligible for award of the **Diploma** if, he/ she has:  
i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.  
ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.  
iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.  
iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and  
v. No disciplinary action is pending against him/ her.



**15) General Instruction –**

- i. The admission to the **D.Pharm** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **PCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **PCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Medical Health & Allied Sciences/ School of Pharmacy**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Two years Diploma in Pharmacy**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 84**  
**BACHELOR OF PHARMACY (B.Pharm)**  
**4 - YEARS BACHELOR DEGREE PROGRAMME**

- 1) Title of the Degree – Bachelor of Pharmacy (B.Pharm)**
- 2) Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Pharmacy.**
- 3) Course Applicability –**
  - 3.1) 4 - years Bachelor of Pharmacy (B.Pharm) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) Name of the Faculty/ Board of Studies is Faculty of Medical Health & Allied Sciences and the Department shall be School of Pharmacy.**
  - 3.4) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics/Biology as optional subjects individually with minimum marks for eligibility as per the norms of regulatory authority/council would be mandatory for admission in B.Pharm Program.**
  - ii) Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.**

**Lateral Entry for B.Pharm (IIIrd semester/ IInd year) -**



i) Minimum qualification for admission to second year of B. Pharma shall be Diploma in Pharmacy with a pass in D. Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, PCI.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, PCI.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, PCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of B.Pharm Program is 4 year.
- ii. Maximum duration of Program completion is 8 years (who took Direct admission in the Ist semester (Ist Year).
- iii. Maximum duration of Program completion is 7 years (who took lateral entry admission in the 3rd semester (IInd year).
- iv. Each academic year shall comprise of 2 semesters.
- v. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.



- vi. Each semester shall be spread over not less than 90 teaching days.
- 9) **Course Structure –**  
Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of PCI.
- 10) **Fee Structure –**
- All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
  - Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
  - Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
  - The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.
- 11) **Medium of Instruction –**  
Medium of instruction and examinations would be English, in accordance to the guidelines prescribed by regulatory authority. PCI.
- 12) **Attendance –**  
Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- 13) **Examination –**
- Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.



- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the B.Pharm Programme-**

A student shall be declared to be eligible for award of the **Degree** if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the B.Pharm Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly PCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly PCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation,



the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The Degree of B .Pharm. in the **Faculty of Medical Health & Allied Sciences/ School of Pharmacy**, shall include the **Branches/Discipline/Streams** in Allopath, Ayurveda, Homeopathy, Unani and other sphere of medicines and Medical Science.
- 17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 18) These programmes are offered by the **Faculty of Medical Health & Allied Sciences/ School of Pharmacy**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 19) This Ordinance shall be applicable to all **Four years Bachelor of Pharmacy (B.Pharm)**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 85**  
**MASTER OF PHARMACY (M.Pharm)**  
**2 - YEARS MASTER DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Pharmacy (M.Pharm)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences/ School of Pharmacy.**
- 3) **Course Applicability –**

3.1) **2 - years Master of Pharmacy (M.Pharm.) Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.

3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.

3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.

- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) **B.Pharm degree examination of an Indian University established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55% of the maximum marks (aggregate of four years of B.Pharm).**

Provided that –

- a) For candidates having not less than 5 years professional experience, after passing B. Pharm course, there shall be a relaxation in pass percentage from 55% to 50% for admission to M.Pharm programme.
- b) There shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration, as the case may be, from time to time.
- c) For SC/ST candidates the prescribed percentage of marks will be 50 % of the maximum marks (aggregate of four years of B.Pharm).



d) Every student, selected for admission to postgraduate pharmacy course in any of the pharmacy institution in the country should have obtained Registration with the State Pharmacy Council or should obtain the same within one month from the date of his admission, failing which the admission of the candidate shall be cancelled.

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, PCI.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, PCI.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, PCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **M. Pharm Program is 2 year.**
- ii. Maximum duration of Program completion is **4 years.**
- iii. Each academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in **July/August every year. Other than under exceptional circumstances.**
- v. Each semester shall be spread over not less than **90 teaching days.**

**9) Course Structure –**



Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of PCI.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English, in accordance to the guidelines prescribed by regulatory authority. PCI.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% theory classes and 80% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.



- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the M.Pharm Programme-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the M.Pharm Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly PCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly PCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.



- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The degree of M.Pharm. Programme, in the **Faculty of Medical Health & Allied Sciences/ School of Pharmacy**, shall include the specialization/ discipline/ branches of Pharmaceutics, Pharmaceutical Technology, Industrial Pharmacy, Pharmaceutical Chemistry, Medicinal Chemistry, Quality Assurance, Pharmacology, Pharmacognosy & Phytochemistry, Pharmaceutical Biotechnology, Pharmaceutical Analysis, Hospital pharmacy, Clinical research/ Clinical pharmacy, Pharmaceutical management/ Pharma MBA, Pharmaceutical administration, Pharmaceutical marketing, Drug Regulatory Affairs, Pharmacy Practice, Herbal drug technology, General pharmacy, Phytopharmacy & Phytomedicine, Biopharmaceutics etc. and it includes traditional as well as innovative areas of various spheres of Pharmacy and other related areas as proposed by the concerned Board of Studies and duly approved by the Academic Council.
- 17) The list of various specializations of M.Pharm. course shall include the current courses/programme as well as proposed in future. However, all the M.Pharm. programmes with various specializations at present & in future shall run and governed through this ordinance.
- 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 19) These programmes are offered by the **Faculty of Medical Health & Allied Sciences/ School of Pharmacy**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 20) In future, more specializations/courses/programmes of M.Pharm. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 21) This Ordinance shall be applicable to all (M.Pharm), Regular programme and in others Post Graduates Degree in Pharmacy and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 86**  
**BACHELOR OF LAW (LL.B./ LL.B. Hons.)**  
**3 - YEARS UNDER GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Law (LL.B./ LL.B. Hons.)**
- 2) **Name of Faculty / School – Faculty of Law & Legal Studies / School of Legal Studies**
- 3) **Course Applicability –**
  - 3.1) **3 - years Bachelor of Law (LL.B./ LL.B. Hons.)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Graduate with any subject from any recognized University with minimum pass marks as per the norms of regulatory authority/ BCI or any other competent Authority, would be mandatory for admission in LL.B. / LL.B. (Hons.) Program.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, BCI.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, BCI.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, BCI, MPPURC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of LL.B./ LL.B. (Hons.) Program is 3 year.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 104 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of BCI.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, BCI.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of classes in each semester as per BCI norms. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the LL.B./ LL.B. (Hons.) Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **LL.B./ LL.B. (Hons.)** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **BCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **BCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Law & Legal Studies / School of Legal Studies**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Three years Bachelor Degree in Law**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



## ORDINANCE NO. 87

B.A. / B.B.A. / BCA / B.Com / B.Sc. / B.Tech. with Bachelor of Law  
5 - YEAR INTEGRATED DEGREE PROGRAMME

- 1) Title of the Degree – 5 Years Integrated Degree Programme
- 1.1) B.A.L.L.B. / B.A.L.L.B. (Hons)
- 1.2) B.B.A. LL.B. / B.B.A. LL.B. (Hons)
- 1.3) B.C.A. LL.B. / B.B.A. LL.B. (Hons)
- 1.4) B.Com LL.B. / B.Com LL.B. (Hons)
- 1.5) B.Sc. LL.B. / B.Sc. LL.B. (Hons)
- 1.6) B.Tech. LL.B. / B.Tech. LL.B. (Hons)
- 2) Name of Faculty / School – Faculty of Law & Legal Studies / School of Legal Studies
- 3) Course Applicability –

- 3.1) 5 - years Integrated Degree Programme (B.A.L.L.B. / B.A.L.L.B. (Hons) / B.B.A. LL.B. / B.B.A. LL.B. (Hons) / B.C.A. LL.B. / B.C.A. LL.B. (Hons) / B.Com LL.B. / B.Com LL.B. (Hons) / B.Sc. LL.B. / B.Sc. LL.B. (Hons) / B.Tech. LL.B. / B.Tech. LL.B. (Hons) / B.Tech. LL.B. (Hons) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
- 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 3.3) The Course will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.

### 4) Eligibility For Admission :

- i) 10+2 Pass from any recognized board with minimum pass marks as per the norms of regulatory authority/ BCI or any other competent Authority, would be mandatory for admission in Degree Program.
- ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.



- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, BCI.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, BCI.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, BCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **Integrated Degree Programme is 5 year.**
- ii. Maximum duration of Program completion is **10 years.**
- iii. Each Academic year shall comprise of **2 semesters** each.
- iv. The Programs shall generally commence in **July/August every year.** Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 120 teaching days / as per BCI Norms.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of BCI.

**10) Fee Structure –**



- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority/ BCI.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of classes in each semester as per BCI norms. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the Integrated Degree -**

A student shall be declared to be eligible for award of the Degree if, he/ she has:



- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **Integrated Degree Programme** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **BCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **BCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of **Faculty of Law & Legal Studies / School of Legal Studies**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Five years Integrated Degree Programme in Law**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 88**  
**MASTER OF LAW (LL.M.)**  
**2 - YEARS POST GRADUATE DEGREE PROGRAMME**

- 1) Title of the Degree – Master of Law (LL.M.)**
- 2) Name of Faculty / School – Faculty of Law & Legal Studies / School of Legal Studies**
- 3) Course Applicability –**
  - 3.1) This degree of LL.M. shall include the Groups/ Specialization of - Labour Law, Intellectual Property Rights, Human Rights, Business Law, Criminal Law, Civil Law, International Law, Patent Law, Corporate Law, Environmental Law, Cyber Law, Cyber Law & Forensics, Cyber Security and Law, Computer Cyber Law and Security, Constitution & Legal Order.**
  - 3.2) 2 - years Master of Law (LL.M.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.3) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - LL.B. (5 Years Integrated/ 3 Years) degree/ equivalent from a recognized University, with at least 55% marks or more for General Category candidates and 50% percent mark for reserved categories OR as per BCI/State Govt Norms. The university reserves the rights to relax the minimum qualifying marks for admission to LL.M programme to the extent of 5% in deserving cases of each category.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, MPPURC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **LL.M. Program is 2 year.**
- ii. Maximum duration of Program completion is **4 years.**
- iii. Each Academic year shall comprise of **2 semesters** each.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the LL.M. Degree-**


A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **LL.M.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of **Faculty of Law & Legal Studies / School of Legal Studies**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to all **Two years Master Degree in Law**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
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**ORDINANCE NO. 89****1 - YEAR POST GRADUATE DIPLOMA IN LEGAL STUDIES**

- 1) Title of the Degree – Post Graduate Diploma in Legal Studies.**
- 2) Name of Faculty / School – Faculty of Law & Legal Studies / School of Legal Studies**
- 3) Course Applicability –**
  - 3.1) This 1-Year Post Graduate Diploma in Legal Studies shall include the Groups/ Specialization of - Labour Law, Intellectual Property Rights, Human Rights, Business Law, Criminal Law, Civil Law, International Law, Patent Law, Corporate Law, Environmental Law, Cyber Law, Cyber Law & Forensics, Cyber Security and Law, Computer Cyber Law and Security, Constitution & Legal Order, Taxation Law.**
  - 3.2) This Post Graduate Diploma shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.3) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - LL.B. (5 Years Integrated/ 3 Years) degree/ equivalent from a recognized University, with at least 50% marks OR as per BCI/State Govt Norms.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

- 5) Admission Procedure –**



Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, MPPURC and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **PG Diploma in Legal Studies** is **1 years**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **2 years**.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before





the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.
- 11) **Medium of Instruction –**  
Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.
- 12) **Attendance –**  
Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- 13) **Examination –**
  - i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
  - ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.
- 14) **Eligibility for Degree – Eligibility for Award of the PG Diploma in Legal Studies -**  
A student shall be declared to be eligible for award of the PG Diploma in Legal Studies if, he/ she has:
  - i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
  - ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

1. The admission to the **PG Diploma in Legal Studies** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  2. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  3. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  4. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of **Faculty of Law & Legal Studies / School of Legal Studies**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.



**ORDINANCE NO. 90**  
**CERTIFICATE, DIPLOMA, PG DIPLOMA & ADVANCE**  
**DIPLOMA COURSES IN VARIOUS VOCATIONAL &**  
**TECHNICAL TRADES, AND IN NUMEROUS JOB ORIENTED**  
**SKILLS INCLUDING SOFT SKILL**

- 1) **Preamble :** The Certificate, Diploma & Advance Diploma courses for skill up gradation training in various vocational & technical trades and in numerous skills including soft skills, with the aim to generate more employability by providing specific knowledge and practices in the subject with an important component of entrepreneurship in all its programmes. Keeping in view the needs of target group, the thrust is on providing more vocational and community oriented courses. These courses cover almost all sectors of the society not only in the technical & engineering context but also in entrepreneurship development. Surely these courses will promote job employability as well as self-employment and make people technically sound and job providers in spite of job seekers. The Honourable President of India observed in the 78th Conference of Association of Indian Universities:

"Can the Universities, as part of their programme, impart training to the students in computer hardware, computer software, electrical/electronic / mechanical maintenance, re-conditioning of agricultural implements etc. and provide a Certificate or Diploma, depending upon their proficiency. This may provide immediate employment potential to the graduates."

It is obvious that the focus of the Honourable President was on employment generation through high end technology, which is also envisaged in these courses.

- 2) **Course & Faculty :**

2.1) This ordinance shall be applicable to the Certificate, Diploma & Advance Diploma courses in various Vocational & Technical trades and in numerous job oriented skills, including soft skills. These programmes are offered by concerned Faculty approved by the Board of Studies and Academic Council.

- a) Certificate, Diploma, PG Diploma & Advance Diploma courses can be offered under this ordinance on the recommendations of the concerned Board of Studies.



- 2.2) The ordinance shall be applicable to all the University teaching departments/Institutes /Schools/centres/ research centres/ extension centres/ training centres of this University.
- 2.3) More number of the various programmes on the above titles can be offered under this ordinance on the recommendations of the various Board of Studies from time to time in all concerned and relevant fields/ areas of knowledges.
- 3) **Duration :**  
The duration of these courses of study shall extend over four weeks to fifty two weeks (One Months to Twelve Months duration). A table of Point no 15, identified courses with their name and duration.
- 4) **Intake :**  
The intake for each of these courses shall be decided by the concerned Board of Studies and approved by Board of Management of the University from time to time, duly approved by the regulatory body.
- 5) **Academic Year :**  
5.1) Normally these programmes will be offered in various academic cycles, every year depending upon the nature & duration of each programme/course.  
5.2) These programmes can also be offered at any suitable time by the concerned departments as and when the infrastructure and faculty & supporting staff is available. These programmes can also be offered at special request of group of a People/ Community and in collaboration from government departments / industries / other organizations as per their specific need, the new modules/courses shall also be prepared along with suitability of timing & duration.
- 6) **Eligibility :**  
Candidates seeking admission to these courses must have the required qualification as decided by the concerned Board of Studies/Departments of the University for each Course.
- 7) **Admission Procedure :**  
Admission under these courses will be made as follows :  
a) The University will issue admission notifications in newspapers, on the university's website, notice board of the University and in other publicity media before the start of every cycle.



- b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under ( c) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

**8) Course Structure :**

- 8.1)** The Certificate, Diploma & Advance Diploma courses in various Vocational & Technical trades and in numerous job oriented skills including soft skills shall consist of :
- a) Such courses (papers) as prescribed by the University
  - b) Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and



- c) Such scheme of examination as prescribed, by the University from time to time.
- 8.2) The course curriculum of each course shall be based on recommendations of the Board of Studies of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or Examination & Evaluation scheme of the course after the due approval of Vice Chancellor.
- 8.3) If required in a programme a student shall be required to submit a project report based on the areas of his / her specialization/interest/ assigned work. The project report certified by the concerned organization and the concerned coordinator/teacher shall be submitted in one copy to the University for evaluation.
- 9) **Medium of Instructions and Examinations :**  
The medium of instructions and examinations shall be either Hindi or English.
- 10) **Examination Scheme :**  
10.1) Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- b) Main examination will carry 70 percent marks,
- c) For passing the examination; the candidate that be required to secure at least 30% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
- d) There will be an external examiner to evaluate the project report, if any. The minimum passing marks for project work will be 40%.
- 10.2) Each Certificate program shall have One theory and One Practical Paper. The Diploma/ Advance Diploma Courses may have more than one theory / practical papers that are decided by the concerned Board of Studies for each course.
- 11) **Allocation of Division and Grace Marks :**



11.1) Division shall be awarded only after the final examination, based on integrated performance of the candidate in all the components of examinations of the course. The Division shall be awarded on the basis of Marks obtained in all the components of the every examination of the course.

60% or above	-	First Division
50% or above but less than 60%	-	Second Division
Above 40% but less than 50%	-	Third Division

11.2) If a student fails in any subject in the examination, then a maximum of five marks shall be given to student as Vice-Chancellor Grace Marks, likewise a student shall be given a maximum of five marks for his division improvement.

**12) Award of Advance Diploma/Diploma/Certificate :**

A student shall be declared to be eligible for award of the Advance diploma/ Diploma/ Certificate in the concerned field/area of the studies if, he/ she has:

- Registered and successfully completed all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work and other Assignments etc. whichever applicable for the concerned examinations.
- Successfully completed and passed all concerned examinations with minimum prescribed passing marks as per the provisions made for this purpose.
- Secured a minimum 40% in aggregate. However the award of the Division/Class shall be as per provisions made for this purpose.

**13) Maximum Duration of Completion of Course :**

A candidate has to complete the entire course of concerned certificate/diploma/advance diploma programme within a maximum period of double of their minimum prescribed duration from the session of first admission.

**14) General :**

14.1) In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances, regulations and directives of the University. Along with the



general rules & regulations and specific provisions, if any also, so far as they are not inconsistent with the provisions of this ordinance.

- 14.2)** The admission to these Courses/programme shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- 14.3)** The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- 14.4)** For matters not covered in this specific ordinance, General rules, regulations and directives of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- 15)** List of certificate, diploma, PG diploma & advance diploma courses in various vocational & technical trades, and in numerous job oriented skills including soft skill.

S. N.	Course Name	Duration
<b>Science</b>		
1	Diploma in Analytical Chemistry	1 Year
2	Diploma in Biotechnology	1 Year
3	Diploma in Computation Mathematics	1 Year
<b>Fashion</b>		
1	Certificate in Cutting, Tailoring and Dress Making (CCTDM)	3 Months
2	Certificate in Fashion Designing	3 Months
3	Diploma in Interior Decoration	1 Year
4	Post Graduate Diploma in Fashion Designing	1 Year



	Education	
1	Certificate in Early Childhood and Education	6 Months
2	Diploma in Nursery (Primary) Teaching X Training (DN TT)	1 Year
3	Certificate in Primary Teaching (CPT)	6 Months
4	Certificate in Primary Curriculum and Instruction (CPC)	6 Months
5	Diploma in Yoga	1 Year
6	Post Graduate Diploma in Yoga	1 Year
<b>Commerce</b>		
1	Diploma in Accounting & Auditing	1 Year
2	Diploma in Banking	1 Year
3	Diploma in Banking & Finance	1 Year
4	Diploma in Export Procedure & Documentation	1 Year
5	Diploma in Financial Accounting (DFA)	1 Year
6	Diploma in Import-Export Management	1 Year
7	Diploma in Taxation	1 Year
<b>Management</b>		
1	Diploma in Hospitality Management	1 Year
2	Diploma in Human Resource Management	1 Year
3	Diploma in Personal Secretary ship	1 Year
4	Diploma in Retail Management	1 Year
5	Diploma in Security Guards Management	1 Year
6	Diploma in Entrepreneurship Development	1 Year
7	Diploma in Statistical Quality Control	1 Year



8	Diploma in Air Hostess	1 Year
<b>Engineering &amp; Technology</b>		
1	Diploma in Auto CAD	6 Months
2	Diploma in Diesel Engine Repairing (DDER)	6 Months
3	Diploma in Electrical Technician (DET)	6 Months
4	Diploma in Electronic Equipment Maintenance-	6 Months
5	Diploma in Hi-Tech Welding Technology (DHWT)	6 Months
6	Diploma in Industrial Safety	6 Months
7	Diploma in Industrial Safety & ISO 14000 Series	1 Year
8	Diploma in Inverter & UPS Repairing	6 Months
9	Diploma in Mobile & Telephony	6 Months
10	Diploma in Mobile and Telephone Instruments and Repairing (DMTIR)	6 Months
11	Diploma in Motor & Transformer Winding	6 Months
12	Diploma in Radio and TV Technician (DRTT)	6 Months
13	Diploma in Refrigeration and Air-conditioning	6 Months
14	Diploma in Stenography (Hindi/English)	6 Months
15	Diploma in Stereo & CD Player Repairing	6 Months
16	Diploma In Sanitary Inspector	2 Year
17	Diploma in Public Health Service	2 Year
18	Certificate In Sanitary Inspector	1 Year
19	Diploma in Drone Technology	1 Year
20	Diploma in 3D Printing	1 Year
<b>Computer Science &amp; Application</b>		



1	Certificate in "C" Programming	3 Months
2	Certificate in Computer Application	3 Months
3	Certificate in "C++" Programming	3 Months
4	Certificate in Client Server Technology (CCST)	3 Months
5	Certificate in Computer Networking (CCN)	3 Months
6	Certificate in Computer Hardware & Networking	3 Months
7	Certificate in Computer Programming	3 Months
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months
9	Certificate in Computerized Financial Accounting	3 Months
10	Certificate in Desk Top Publishing (CDTP)	3 Months
11	Certificate in DTP with Computerized Design	3 Months
12	Certificate in Java Programming (CJP)	3 Months
13	Certificate in Laptop Repairing (CLR)	3 Months
14	Certificate in Library Automation	3 Months
15	Certificate in Ms Office (CMO)	3 Months
16	Certificate in Multipurpose Computer Technician	3 Months
17	Certificate in Multipurpose Electronics Technician	6 Months
18	Certificate in Object Oriented Programming Language	3 Months
19	Certificate in Office Automation & Internet	3 Months
20	Certificate in Software Testing	6 Months
21	Certificate in Web Design, Animation & Advertisement	6 Months
22	Certificate in Word Processing (Hindi/ English)	6 Months
23	Certificate in Web Designing	6 Months



24	Diploma in Web Design	6 Months
25	Certificate in Cloud Computing	6 Months
<b>Media Studies</b>		
1	Diploma in Television Video Production	1 Year
<b>Social Sciences</b>		
1	Certificate in Human Rights	6 Months
<b>Humanities and Languages</b>		
1	Certificate in Communicative & Competitive Skills	6 Months
2	Certificate in Communicative English	6 Months
3	Certificate in Spoken English	6 Months
<b>Agriculture</b>		
1	Certificate in Horticulture	6 Months
2	Diploma In Horticulture	1 year
3	Diploma in Agriculture	1 year
4	Diploma in Food Processing & Technology	1 year
<b>Medical Science</b>		
1	Diploma in Physiotherapy (DPT)	1 Year
2	Diploma in Public Health and Hygiene	1 Year
3	Diploma in Yoga	1 Year
4	Diploma in Electro Homeopathy	2 Year
5	Certificate in Electro Homeopathy	1 Year
<b>Law</b>		
1	Certificate of cyber Law	6 Month



2	Diploma in Cyber Law	1 Year
3	V.T. in Information Security	06 Months
4	V.T. in Computer Cyber Law and Security	06 Months
5	Diploma in Cyber Forensics	1 Year
6	Diploma in Cyber Law	1 Year
7	Post-Graduation Diploma in Cyber Law	1 Year
8	Post-Graduation Diploma in IPR	1 Year
9	Diploma in Labour Law	1 Year
10	Diploma in Human Rights	1 Year
11	P.G. Diploma in Human Rights	1 Year
12	Diploma in Social Welfare	1 Year
<b>Disaster Management</b>		
1	Diploma In Industrial Safety	1 Year
2	Diploma In Fire, Safety & Disaster Management	1 Year
3	Diploma In Fire And Safety Management	1 Year
4	Diploma In Fire Man	1 Year
5	Diploma in Disaster Management	1 Year
6	Diploma in Construction Safety Management	1 Year
7	Diploma in Health safety environment Management	1 Year
8	Post Graduate Diploma in industrial Safety Management	1 Year
9	Diploma in Security Service Management	1 Year
<b>Marine Technology</b>		
1	All Various Marine Technology Certificate Courses	6 Months



2	Diploma Courses in Marine Technology	1 Year
3	P. G. Diploma Courses in Marine Technology	1 Year
4	Diploma in Marine Diesel Engine Repairing	6 Months
5	Diploma in Marine Electrical Technician	6 Months
6	Diploma in Marine Electronic Equipment Maintenance	6 Months
7	Diploma in Marine Hi-Tech Welding Technology	6 Months
<b>Prachya Sanskrit</b>		
1	Certificate, Diploma, PG Diploma in Ved/ Darshan/ Sahitya/ Jyotish/ Vyakaran/ Darshan Shastra/ Adhunik Bhasha/ Adhunik Gyan Vigyan/ Puran avam Itihash/ Jyotirvigyan	6 Months
2	Diploma in Ved/ Darshan/ Sahitya/ Jyotish/ Vyakaran/ Darshan Shastra/ Adhunik Bhasha/ Adhunik Gyan Vigyan/ Puran avam Itihash/ Jyotirvigyan	1 Year
3	PG Diploma Ved/ Darshan/ Sahitya/ Jyotish/ Vyakaran/ Darshan Shastra/ Adhunik Bhasha/ Adhunik Gyan Vigyan/ Puran avam Itihash/ Jyotirvigyan	1 Year

(Diploma will be 12-24 months and certificate will be of 03 - 06 months depending upon requirement of prescribed norms of the certificate, or as decided by the respective Faculty/School.)

# In case a student exits after successfully completing the First/ Second year, He/ She shall be provided with Skill Certificate (as per the levels). Skill certificate is purely to provide skills (and not formal education), hence there shall be no equivalence for the same and there shall be no vertical mobility with Skill certificates.

#The courses listed above are not comprehensive, and the University reserves the right to add and delete courses as required, with the approval of the Vice Chancellor.



**ORDINANCE NO. 91****BACHELOR OF VOCATIONAL STUDIES (B.Voc)  
3 - YEARS UNDER GRADUATE DEGREE PROGRAMME IN  
VARIOUS STREAMS OF VOCATIONAL STUDIES**

- 1) Title of the Degree – Bachelor of Vocation (B.Voc)**
- 2) Name of Faculty / School – Faculty of Vocational Studies / School of Vocational Studies.**
- 3) Course Applicability –**
  - 3.1) 3 - Years Bachelor of Vocation (B.Voc) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2)** The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3)** The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i)** The minimum qualification for admission shall be 10+2 pass from a recognized Board (PCM is compulsory for Engineering courses, and stream for Non- Engineering Courses).
  - ii)** Candidate who has qualified Certificate Level 4 from any Recognized Technical/ Skill/ Vocational board is also eligible for admission to relevant B.Voc course.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of the Program is 3 years.
- ii. Maximum duration of Program completion is 6 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (B.Voc) Degree-**

- i. Student shall be declared eligible for the award of the **Three year (B.Voc) Degree**, if he/she fulfils all requirements set by Regulatory Authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc. and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **(B.Voc)** Courses shall be governed in accordance with the provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The list of various specializations of **(B.Voc)** courses shall include the current courses/programme as well as proposed in future. However, all **(B.Voc)** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 17)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc. *after seeking approval of the concerned*
- 18)** In future, more number of **Three Year (B.Voc) Degree Programmes/Courses** with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 19)** This Ordinance shall be applicable to all **Three Year (B.Voc) Degree Programmes/ Courses** in the area of **Vocational Studies**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 92**

**MASTER OF VOCATIONAL STUDIES (M.Voc)  
2 - YEARS POST GRADUATE DEGREE PROGRAMME IN  
VARIOUS STREAMS OF VOCATIONAL STUDIES**

- 1) Title of the Degree – Master of Vocation (M.Voc)**
- 2) Name of Faculty / School – Faculty of Vocational Studies / School of Vocational Studies.**
- 3) Course Applicability –**
  - 3.1) 2 - Years Bachelor of Vocation (M.Voc) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) B. Voc./ Graduate in any discipline from any recognized University, with minimum marks as prescribed by concerned regulatory authority/council.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of the Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Program shall generally commence in July/August every year. Barring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (M.Voc) Degree-**

- i. Student shall be declared eligible for the award of the **Two year (M.Voc) Degree**, if he/she fulfils all requirements set by Regulatory Authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/C lass shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.



**15) General Instruction –**

- i. The admission to the (M.Voc) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The list of various specializations of (M.Voc) courses shall include the current courses/programme as well as proposed in future. However, all (M.Voc) programmes with various specializations at present & in future shall run and governed through this ordinance.
- 17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc. *after seeking approval of the concerned regulatory bodies*
- 18) In future, more number of Two Year (M.Voc) Degree Programmes/Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 19) This Ordinance shall be applicable to all Two Year (M.Voc) Degree Programmes/ Courses in the area of Vocational Studies, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 93****1 - YEAR DIPLOMA COURSE IN VARIOUS STREAMS**

- 1) Title of the Course – Diploma in (Name of Related/ Allied Stream)**
- 2) Name of Faculty / School – Faculty of Study (as specified) / School of Study (as specified in Ordinance No 02)**
- 3) Course Applicability –**
  - 3.1) This ordinance shall be applicable to 1 Year Diploma (as per Ordinance No-02) except those for which the university has separate ordinances.**
  - 3.2) 1 -Year Diploma Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) The diploma will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
  - 3.4) The one-year Diploma program will be governed by the rules and regulations of the concerned regulatory authority.**
- 4) Eligibility For Admission :**

**Minimum eligibility varies as per the school/ area of study under consideration.**

  - i) For certain courses 3rd class/ 5th class/ 8th class pass students are eligible.**

**OR**

  - ii) Higher Secondary School Certificate Examination (10+2 Scheme), from a recognized Board, in any group.**

**OR**

  - iii) Secondary School Certificate Examination (i.e. 10th Class) from a recognized Board, in any group.**
  - iv) Minimum Pass Marks as per the norms of regulatory authority/ council would be mandatory in qualifying examinations for admission in Diploma Program.**



- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Criteria For Selection –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**7) Duration & Commencement –**

- i. Scheduled period for the completion of **Diploma Programmes** is **1 years**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **2 years**.
- iii. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**8) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
  - iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
  - iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.
- 10) Medium of Instruction –**  
Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.
- 11) Attendance –**  
Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- 12) Examination –**
- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
  - ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.
- 13) Eligibility for Diploma – Eligibility for Award of the above course Diploma -**  
A student shall be declared to be eligible for award of the **Diploma** if, he/ she has:
- i. A student shall be declared to be eligible for award of the 1-year Diploma, if he/she fulfils all requirements set by regulatory authority.



- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**14) General Instruction –**

- i. Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance.
- ii. The subject to be studied in different semesters include lab work, practical's, industrial training, projects, etc. shall be as per the University schemes, approved by Board of Studies of the University as per the norms of concerned regulatory Authority and Board of Management of the University.
- iii. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of concerned Department. The decision of the Vice-Chancellor shall be final.
- iv. The Reservation of SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**ORDINANCE NO. 94****1 - YEAR PG DIPLOMA COURSE IN VARIOUS STREAMS**

- 1) Title of the Course – PG Diploma in (Name of Related/ Allied Stream)**
- 2) Name of Faculty / School – Faculty of Study (as specified) / School of Study (as specified in Ordinance No-02)**
- 3) Course Applicability –**
  - 3.1) This ordinance shall be applicable to 1 Year PG Diploma (as per Ordinance No-02) except those for which the university has separate ordinances.**
  - 3.2) 1 -Year PG Diploma Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.3) The diploma will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
  - 3.4) The one-year PG Diploma program will be governed by the rules and regulations of the concerned regulatory authority.**
- 4) Eligibility For Admission :**

**Minimum eligibility varies as per the school/ area of study under consideration.**

  - i) Graduate in a relevant course from a recognized University.**
  - ii) Minimum Pass Marks as per the norms of regulatory authority/ council would be mandatory in qualifying examinations for admission in PG Diploma Program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Criteria For Selection –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**7) Duration & Commencement –**

- i. Scheduled period for the completion of **PG Diploma Programmes** is **1 years**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **2 years**.
- iii. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**8) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**9) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**10) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**11) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**12) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**13) Eligibility for PG Diploma – Eligibility for Award of the PG Diploma -**

A student shall be declared to be eligible for award of the PG Diploma if, he/ she has:

- i. A student shall be declared to be eligible for award of the 1-year PG Diploma, if he/she fulfils all requirements set by regulatory authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.



**14) General Instruction –**

- i. Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance.
- ii. The subject to be studied in different semesters include lab work, practical's, industrial training, projects, etc. shall be as per the University schemes, approved by Board of Studies of the University as per the norms of concerned regulatory Authority and Board of Management of the University.
- iii. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of concerned Department. The decision of the Vice-Chancellor shall be final.
- iv. The Reservation of SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.



**ORDINANCE NO. 95**  
**BACHELOR OF SCIENCE (HONOURS) IN AGRICULTURE**  
**B.Sc.-Ag. (Hons.)**  
**4-YEARS BACHELOR DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Science in Agriculture B.Sc.-Ag (Hons.)**
- 2) **Name of Faculty / School – Faculty of Basic & Applied Science/ School of Agricultural Science.**
- 3) **Course Applicability –**
  - 3.1) **4 - Year Bachelor of Science in Agriculture B.Sc.-Ag (Hons.)** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P
  - 3.3) The University shall offer above course as per guidelines of the Indian Council of Agriculture Research / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.
  - 3.4) The Degree will include areas of study/subjects/specializations as per the Vth Dean's Committee Report, ICAR recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Higher Secondary School Certificate Examination (i.e. 10+2 Scheme), from a recognized Board with Physics, Chemistry & Biology/ Mathematics/ Agriculture group with minimum percentage of marks as per the criteria of the state Government would be mandatory for admission in B.Sc. Honours Agriculture Program.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.



- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

A candidate shall be considered for admission to above programs, if he/she is physically fit to carry out field work related with agricultural activities. The eligibility for admission to the first year of the courses shall be based on the Qualifying Examination / Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time or admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Number of Seats–**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**7) Duration & Commencement –**

- Scheduled period for the completion of B.Sc.-Ag (Hons.) Program is Four years (Eight Semesters).
- Maximum duration of Program completion is Six years (Twelve Semesters) or as per ICAR norms.
- Each Academic year shall comprise of 2 semesters each.

**8) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council as per the guidelines/ norms of the Indian Council of Agriculture Research (ICAR)

**9) Teaching Scheme –**

- The teaching scheme and the syllabus of the different subjects of courses shall be strictly as per the 5<sup>th</sup> Dean committee of Indian Council of Agriculture Research (ICAR).



- ii. While finalizing the teaching and examination scheme, the University shall follow the guidelines of the Indian Council of Agriculture Research (ICAR) / All India Council for Technical Education (AICTE) / University Grants Commission (UGC).
- iii. Courses design of different semesters and credit load will be as per the 5<sup>th</sup> Deans committee of ICAR and revised from time to time.
- iv. RAWE and experiential learning programmes for the students will be conducted as per ICAR guidelines; University will develop various experiential learning modules.

**10) Medium of Instruction--**

The medium of instructions and examinations shall be English throughout the course of studies.

**11) Examination--**

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. Will be in accordance with the 5<sup>th</sup> deans committee of ICAR, university will apply for ICAR accreditation of the degree programme following the norms prescribed for the same.

**12) General Instruction--**

- i. The admission to the B.Sc.-Ag (Hons.) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India/ State Government as amended time to time.



**ORDINANCE NO. 96**  
**MASTER OF SCIENCE IN AGRICULTURE**  
**M.Sc.-Agriculture**  
**2-YEARS MASTER DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Science (Agriculture) (M.Sc.-Ag)**
- 2) **Name of Faculty / School – Faculty of Basic & Applied Science / School of Agricultural Science.**
- 3) **Course Applicability –**
  - 3.1) **2-Year Master of Science in Agriculture (M.Sc. Ag.) Degree Program in the subjects of Agriculture, Crop Science (Agronomy), Agronomy, Agriculture Economics, Horticulture, Entomology, Agriculture Extension & Communication, Plant Breeding & Genetics, Plant Pathology, Plant Psychology, Soil Science, Seed Science & Technology, Agriculture Biotechnology, Agriculture Engineering, Floriculture, Food Science, Irrigation Technology, Post-Harvest Technology, Irrigation Technology, Sericulture, Nursery Technology, Forestry, Agri Business, Medicinal Agriculture, shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the Vth Dean's Committee, ICAR and concerned Regulatory Authority.**
  - 3.2) **The University shall offer above course as per guidelines of the Indian Council of Agriculture Research / University Grants Commission (UGC) and / or otherwise as prescribed by the State Government of Madhya Pradesh from time to time.**
  - 3.3) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.4) **The Degree will include areas of study/subjects/specializations as per the Vth Dean's Committee Report, ICAR recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Every applicant for admission to the First Semester of M.Sc.-Ag shall possess following educational qualification:-**



i) Graduate with 4-Year degree program in a relevant subject of Agriculture (also securing pass marks in the relevant subjects as per norms of concerned regulatory authority/council) minimum pass marks from any recognized University.

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**5) Admission Procedure –**

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the UGC/other relevant Regulatory Bodies mainly ICAR from time to time.

**6) Specialization Distribution–**

Admission to a particular stream/ specialization of M.Sc.-Ag Course/Programme shall be as decided by the University on the basis of either merit or counselling or personal interview as per the ICAR norms.

**7) Number of Seats–**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.



**8) Duration & Commencement –**

- i. Scheduled period for the completion of M.Sc.-Ag. Program is two years (Four Semesters).
- ii. Maximum duration of Program completion is Four years (Eight Semesters).
- iii. Each academic year shall comprise of 2 semesters.
- iv. Academic regulations, as prescribed by the BSMA committee shall be adopted.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council as per the guidelines/norms of the Indian Council of Agriculture Research (ICAR)

**10) Teaching Scheme –**

- i. The detailed Teaching Scheme and the Syllabus of the different subjects of courses, based on BSMA committee of ICAR shall be prepared by the Departmental Councils of the concerned departments keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the Students with the expected Post-graduate attributes. These courses shall be revised, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively, as and when directed by ICAR
- ii. The University shall follow the ICAR / UGC guidelines and adopt the choice based credit system.
- iii. While finalising the Teaching and Examination Scheme of Post Graduate Studies full care should be taken to see that the students after completing post-graduation from this University should be well recognized by the State and the Central Governments, Government of India Undertakings, National and Multinational companies for employability and Universities in India or abroad for Higher Education.
- iv. The subjects and their content taught in the First year of study should be capable of strengthening the fundamental concepts in respective disciplines. The final year shall be specialized with Elective Courses, Seminar, and Project Dissertation/ thesis research.

**11) Medium of Instruction–**

The medium of instructions and examinations shall be English throughout the course of studies.



**12) ExaminationScheme –**

- i. The Teaching and Examination Scheme as proposed by BSMA committee of ICAR shall be duly approved by the Board of Studies and Academic Council before execution and shall be according to the Ordinances, Rules and Regulations as specified.
- ii. All the rules and regulations as applicable to the Award of Grade and Grade Points, Attendance, Condoning of Deficiency, Award of Grace Marks, Award of Division and Merit List, Promotion to Higher Semester and Year etc. described by ICAR shall be applicable in the current ordinance.

**13) GeneralInstruction–**

- i. The admission to the M.Sc.-Ag. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India/ State Government as amended time to time.



**ORDINANCE NO. 97**  
**AYURVEDACHARYA (BACHELOR OF AYURVEDIC MEDICINE**  
**AND SURGERY- B.A.M.S.)**

1. All the rules/ regulations/ changed defined or suggested by Central government/ State government/ UGC/ regulatory commission/ related authority in new education policy shall be applicable in all the ordinance of **Aryavart University, Sehore (MP)**
2. The programme shall be governed by the norms, rules and guidelines of the conceded regulatory National commission council of Indian system of Medicine, New Delhi and the policies of Government of Madhya Pradesh.

<b>Title of the Degree</b>	<b>: Ayurvedacharya (Bachelor of Ayurvedic Medicine &amp; Surgery - B. A. M. S.)</b>
<b>Name of Faculty</b>	<b>: Faculty of Medical Health &amp; Allied Sciences</b>
<b>School</b>	<b>: School of AYUSH &amp; Alternative Medicine</b>
<b>Duration of the Course</b>	<b>: 4 years and 6 months &amp; 1 year internship</b>

3. The duration of the programme of instructions for the Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery – B.A.M.S.) shall be of Five Year and six months.

The duration of the course shall be five years and six months comprising:

- i. **First Professional B.A.M.S. – (18) Eighteen months.**
- ii. **Second Professional B.A.M.S. – (18) Eighteen months.**
- iii. **Third (Final) Professional B.A.M.S. – (18) Eighteen months.**
- iv. **Compulsory Rotatory Internship – (12) Twelve months.**

**4. Eligibility for Admission:**

The eligibility to seek admission in Bachelor of Ayurveda medicine and surgery education are as under:

- i. 12<sup>th</sup> standard with science or any other equivalent examination recognized by concerned State Governments and Education Boards with at least fifty per cent aggregate marks in the subjects of Physics, Chemistry and Biology.
- ii. For reserved category or special category like physically handicapped students in 10+2, they shall be given relaxation in marks for admission in Bachelor of Ayurvedic Medicine and Surgery as per rules for time being in force.

The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable



**5. Eligibility for Admission to NRI / Other Privileged Candidates:**

- i. Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- ii. For foreign students any other equivalent qualification to be approved by the concerned authority may be allowed.

**6. Admission Procedure:**

Admission shall be made through merit / entrance test conducted by Govt. authorized agency in the State. Fees shall have to be remitted by the student in the beginning of every academic year on duly notified date. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University. fee structure laid down in the Admission Bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission in the concerned academic year.

**7. Intake**

The intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

**8. Academic cycle / year**

Academic year for the course of BAMS is of three professional years out of which each professional years is of Eighteen months.

**9. Medium of Instructions and Examination:**

The medium of instructions and examination shall be English, Hindi, or Sanskrit.

**10. Examination:**

(a)–

- i. The First Professional examination shall ordinarily be held and completed by the end of First professional session.
- ii. The student who failed in one or two subjects of First Professional shall be allowed to keep terms of the Second Professional session and to appear in Second Professional examination.
- iii. The student who failed in more than two subjects shall not be allowed to keep term in Second Professional session and the subsequent supplementary examination of First Professional shall be held at every six months.

(b)

- i. The Second Professional examination shall ordinarily be held and completed by the end of Second Professional session.
- ii. The student who failed in one or two subjects of Second Professional shall be allowed to keep the term of the Third (Final) Professional session.
- iii. The student who failed in more than two subjects shall not be allowed to keep term in Third (Final) Professional session and the subsequent supplementary examinations of Second Professional session shall be held every six months.



(c)-

- i. The Third (Final) Professional examination shall ordinarily be held and completed by the end of Third (Final) Professional session
  - ii. Before appearing for Third (Final) Professional examination the students shall have to pass all the subjects of first and second professional and shall qualify nine electives.
  - iii. The subsequent supplementary examination of Third (Final) professional will be held at every six months.
- (d) There shall be no separate class for odd batch student (those students who could not keep the term) and the student has to attend the class along with regular batch or with junior batch as applicable.
- (e) To become eligible for joining the Compulsory Rotatory Internship programme, all three professional examinations shall be passed and qualified in nine electives within a period of maximum ten years from the date of admission.
- (f) The theory examination shall have twenty per cent. marks for Multiple Choice Questions(MCQ), forty per cent. marks for Short Answer Questions (SAQ) and forty per cent. marks for Long Explanatory Answer Questions (LAQ) and these questions shall cover the entire syllabus of the subject.
- (g) The minimum marks required for passing the examination shall be fifty percent in theory component and fifty percent in practical component (that include practical, clinical, viva-voce, internal assessment and electives wherever applicable) separately in each subject
- (h) **Evaluation of Electives.-** Electives shall be evaluated in terms of attendance and assessment and on the basis of evaluation, the student shall be awarded credits as well as grades as under-
- (i) one credit shall be awarded, for attending minimum five hours of a modular programme and a student can earn maximum five credits for each elective;
  - (j) Assessment shall be conducted at the end of each module and average of five modular assessments shall be considered for grading i.e., up to 25 per cent. Bronze; 26-50 per cent. Silver; 51-75 percent. Gold; 76 percent. and above Platinum.
- (k) The structure of elective shall be as per the following table, namely:-

**Table – 6 (Structure of Elective)**

Each Elective: Five Modules of Nine Hours Each (5*9=45)					
S.N.	Component	Duration (Hours)		Credits	Grades
		Module	Elective		
1	Teaching	5	25	One Credit for attending minimum of five hours of each modular programme. Maximum five credits	Grade is awarded on the basis of average of all five modular assessments. Bronze: <25 percent. Silver: 26-50 percent. Gold: 51-75 percent. Platinum: 76 per cent. & above.
2	Guided Learning	2	10		
3	Expert Interaction/ Reflection	1	5		
4	Assessment	1	5		



- i.
    - (a) Student shall have to qualify (obtaining any grade) minimum of three elective subjects for each professional session
    - (b) List of elective subjects shall be made available under three sets (A, B and C) for each professional session i.e., sets FA, FB and FC for first professional B.A.M.S.; sets SA, SB and SC for second professional B.A.M.S.; sets TA, TB and TC for third professional B.A.M.S.
    - (c) Student may opt any one elective as per their choice from each set specified for respective professional B.A.M.S.
    - (d) Weight age of two marks for each credit and maximum of ten marks shall be awarded for each elective.
    - (e) These elective marks shall be added to the viva-voce marks of respective subjects as specified in these regulations.
    - (f) Apart from three mandatory electives for each profession, students have freedom to choose and qualify as many numbers of additional electives as per their interest.
    - (g) Marks weight age shall be only for three electives per professional session i.e., one elective subject from each set of respective professional session
    - (h) A separate online certificate shall be generated for each elective mentioning credit earned and grades obtained.
  - ii. The examination branch of the institution shall compile the marks of electives obtained by students as specified above and submit to university through the Head of the Institution so that the university shall add the same in viva-voce of respective subjects as shown in *Tables 11, 13 & 15*.
- (l)
- i. A candidate obtaining sixty-five per cent. and above marks shall be awarded first class in the subject and seventy-five percent and above marks shall be awarded distinction in the subject.
  - ii. The award of class and distinction shall not be applicable for supplementary examinations.
- (m)
- i. Each student shall be required to maintain minimum seventy-five percent attendance in each subject in theory (i.e., lecture hours) practical and clinical (i.e., non-lecture hours) separately for appearing in examination.
  - ii. Where the institute maintains physical attendance register, it shall be recorded in cumulative numbering method as per *Annexure-iv* and at end of the course/ term/ part of the course, after obtaining each student signature the same is to be certified by respective Head of the Department and approved by Head of the Institute.
  - iii. The approved attendance shall be forwarded to university.
- (n) If a student fails to appear in regular examination for cognitive reasons, he may appear in supplementary examination as regular student and his non-appearance in regular examination shall not be treated as an attempt.



(o) Not with standing anything contained in these regulations -

- i. Clause 11(e) shall be applicable to the student who admitted under Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulations, 1986, except electives and as per section 3 of SCHEDULE I (as amended vide notification no. 24-14/2016 (U.G. Regulation) Regulations, 2016) with 4 professionals.
- ii. Student who got admitted under Indian Medicine Central Council (Minimum Standards of Education in Indian Medicine) Regulations, 1986, the maximum number of chances and maximum period of years to pass respective professional examination as laid down under the clauses 6(1)(c), 2(e), 3(c), 4(d), and 4(e) of SCHEDULE I (as amended vide notification no. 24-14/2016 (U.G. Regulation) Regulations, 2016) shall not be applicable.

**11. Assessment** - Assessment of students shall be in the form of Formative and Summative Assessments as under-

- (a) **Formative Assessment** - Students shall be assessed periodically to assess their performance in the class, determine the understanding of programme material and their learning outcome in the following manner, namely :-
  - i. **Periodical Assessment** - shall be carried out at the end of teaching of a topic or module or a particular portion of syllabus and the evaluation methods as per the following table may be adopted as suits to the content, namely:

**Table-7**

S.N.	Evaluation Method
1.	Practical/ Clinical Performance
2.	Viva Voce, MCQs, MEQ (Modified Essay Questions/ Structured Questions)
3.	Open Book Test (Problem Based)
4.	Summary Writing (Research Papers/ Samhitas)
5.	Class Presentations; Work Book Maintenance
6.	Problem Based Assignment
7.	Objective Structured Clinical Examination (OSCE), Objective Structured Practical Examination (OPSE), Mini Clinical Evaluation Exercise (Mini-CEX), Direct Observation of Procedures (DOP), Case Based Discussion (CBD)
8.	Extra-curricular Activities, (Social Work, Public Awareness, Surveillance Activities, Sports or Other Activities which may be decided by the department).
9.	Small Project.

**(Evaluation methods for periodical assessment)**

ii. -

- (a) Internal evaluation shall be conducted by the university/department at the end of six months (First Term Test) for thirty per cent. of the syllabus and at twelve months (Second Term Test) for forty percent. new part of the syllabus.
- (b) The remaining thirty per cent. of syllabus shall be completed in the last six months (Third Term) before university examination;



- iii. There shall be minimum three periodical assessments for each subject before First Term Test (ordinarily at 6<sup>th</sup> month of respective professional B.A.M.S.) minimum of three periodical assessment before Second Term Test (ordinarily at 12<sup>th</sup> month of respective professional B.A.M.S.) and minimum of three periodical assessments before final university examinations (Summative Assessment) of respective professional B.A.M.S.
- iv. The scheme and calculation of assessment shall be as per the following tables, namely :-

Table-8

## Scheme of Assessment (Formative and Summative)

S.N.	Professional Course	Duration of Professional Course		
		First Term (1-6 Months)	Second Term (7-12 Months)	Third Term (13-18 Months)
1	First Professional B.A.M.S.	3 PA and First TT	3 PA and Second TT	3 PA and UE
2	Second Professional B.A.M.S.	3 PA and First TT	3 PA and Second TT	3 PA and UE
3	Third Professional B.A.M.S.	3 PA and First TT	3 PA and Second TT	3 PA and UE

PA: Periodical Assessment; TT: Term Test; UE: University Examinations

Table-9

(Example for Internal Assessment for the subject having 30marks)

Term	Periodical Assessment					Term Test	Term Assessment	
	A	B	C	D	E	F	G	H
	1 (15)	2 (15)	3 (15)	Average (A+B+C/3)	Converted to 30 (D/45*30)	Term Test (30)	Sub Total	Term Assessment
FIRST							E+F	E+F/2
SECOND							E+F	E+F/2
THIRD						NIL	E	E
Final IA	Average of Three Term Assessment Marks as Shown in 'H' Column							

Maximum Marks in Parentheses

## (c) Summative Assessment -

- (i) Final university examinations conducted at the end of each professional B.A.M.S. shall be the Summative Assessment.
- (ii) There shall be double valuation system and shall be no provision for revaluation.
- (iii) There shall be two examiner (one internal and one external) for university practical/ clinical/ viva voca examinations.



- (iv) While declaring the results of Summative Assessment, Internal Assessment component and Elective marks shall be considered as per the distribution of marks pattern provided in *Tables 11,13 & 15*.

**12. The Profession wise Subjects, Number of Papers, Teaching Hours and Marks Distribution shall be as per the following tables, namely :-**

**Table-10**

**(Teaching Hours for First Professional B.A.M.S. Subjects)**

<b>First Professional B.A.M.S.</b>			
Working days=320, Teaching hours=1920 Induction Programme =15 Working days (90 hours)			
Remaining days/ Hours = 320 – 15 = 305 Days / 1830 Hours			
Subject Code	Number of teaching hours		
	Lectures	Non-Lectures	Total
AyUG-SN&AI	100	200	300
AyUG-PV	90	140	230
AyUG-KS	150	250	400
AyUG-RS	180	320	500
AyUG-SA1	140	260	400
<b>Total</b>	<b>660</b>	<b>1170</b>	<b>1830</b>

**Table-11**

**(Number of Papers and Marks Distribution for First Professional B.A.M.S. Subjects)**

SN	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
				Practical/ Clinical	Viva	Electives	IA	Sub Total	
1	AyUG - SN & AI	2	200	-	75*	10 (Set-FA)	15	100	300
2	AyUG - PV	2	200	100	60	10 (Set-FB)	30	200	400
3	AyUG - KS	2	200	100	70	-	30	200	400
4	AyUG - RS	2	200	100	70	-	30	200	400
5	AyUG -SA 1	1	100	-	75	10 (Set-FC)	15	100	200
<b>GrandTotal</b>									<b>1700</b>

\*Viva voce examination shall be for Sanskrit and not for Ayurved Ithihasa (Set-FA,FB,FC-sets of Electives for First Professional B.A.M.S.)



Table-12

(Teaching Hours for Second Professional B.A.M.S. Subjects)

Sl. No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	AyUG-DG	150	250	400
2	AyUG-RB	150	300	450
3	AyUG-RN	150	300	450
4	AyUG-AT	100	200	300
5	AyUG-SA2	100	140	240
6	AyUG-SW	150	250	400
Total		800	1440	2240

Table-13

(Number of Papers and Marks Distribution for Second Professional B.A.M.S. Subjects)

SN	Subject Code	Papers	Theory	Practical or Clinical Assessment					
				Practical or Clinical	Viva	Elective	IA	Sub Total	Grand Total
1	AyUG-DG	2	200	100	70	-	30	200	400
2	AyUG-RB	2	200	100	70	-	30	200	400
3	AyUG-RN	2	200	100	70	-	30	200	400
4	AyUG-AT	1	100	100	60	10 (Set-SA)	30	200	300
5	AyUG-SA2	1	100	-	75	10(Set-SB)	15	100	200
6	AyUG-SW	2	200	100	60	10(Set-SC)	30	200	400
Grand Total									2100

(Set-SA, SB, SC—sets of Electives for Second Professional B.A.M.S.)

Table-14

(Teaching Hours for Third Professional B.A.M.S. Subjects)

Third Professional B.A.M.S.				
Working days = 320, Teaching hours = 2240				
S.N.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	AyUG-KC	150	300	450
2	AyUG-PK	100	200	300
3	AyUG-ST	125	250	375
4	AyUG-SL	100	200	300



5	AyUG-PS	100	175	275
6	AyUG-KB	100	175	275
7	AyUG-SA3	50	100	150
8	AyUG-RM	25	50	75
9	AyUG-EM	--	40	40
<b>Total</b>		<b>750</b>	<b>1490</b>	<b>2240</b>

Table-15

(Number of Papers and Marks Distribution for Third Professional B.A.M.S. Subjects)

SN	Subject Code	Papers	Theory	Practical or Clinical Assessment					Grand Total
				Practical or Clinical	Viva	Electives	IA	Sub Total	
1	AyUG-KC	3	300	100	70	-	30	200	500
2	AyUG-PK	1	100	100	70	-	30	200	300
3	AyUG-ST	2	200	100	70	-	30	200	400
4	AyUG-SL	2	200	100	70	-	30	200	400
5	AyUG-PS	2	200	100	60	10 (Set TA)	30	200	400
6	AyUG-KB	1	100	100	60	10 (Set TB)	30	200	300
7	AyUG-SA3	1	100	-	75	10 (Set TC)	15	100	200
8	AyUG-RM	1	50	-	-	-	-	-	50
<b>Grand Total</b>									<b>2550</b>

(Set-TA, TB, TC—sets of Electives for Third Professional B.A.M.S.)

**13. Migration of student during the study –**

- The students may be allowed to take the migration to continue their study to another college after passing the First Professional examination, but failed student's transfer and mid-term migration shall not be allowed.
- For migration, the students shall have to obtain the mutual consent of both colleges and universities and it shall be against the vacant seat.

**14. Compulsory Rotatory Internship.-**

- (i) The duration of Compulsory Rotatory Internship including Internship Orientation Programme shall be one year and ordinarily commence on first working day of April for regular batch students and first working day of October for supplementary batch students.
- (ii) The student shall be eligible to join the Compulsory Internship programme after passing all the subjects from First to Third (Final) Professional examination including nine electives and after getting Provisional Degree Certificate from



respective universities and Provisional Registration Certificates from respective State Board or Council for Compulsory Rotatory Internship

- (b) **Stipend:** During internship, to the interns belonging to Central Government, State Government and Union territory institution, the stipend shall be paid at par with other medical systems under respective government and there shall not be any discrepancy between medical systems.

**Migration during Internship-** (i) Migration of internship shall be with the consent of both the colleges and university; in the case where migration is between the colleges of two different universities. If migration is only between colleges of the same university, the consent of both the colleges shall be required. (ii) Migration shall be accepted by the university on the production of the character certificate issued by the institute or college and the application forwarded by the college and university with a 'No Objection Certificate' as the case maybe.

- (c) **Orientation Programme-** (i) The interns shall mandatorily attend an orientation programme regarding internship and it shall be the responsibility of the teaching institution to conduct the orientation before the commencement of the internship.

(ii) The orientation shall be conducted with an intention to make the intern to acquire the requisite knowledge about the Rules and Regulations of the Medical Practice and Profession, Medical Ethics, Medico-Legal Aspects, Medical Records, Medical Insurance, Medical Certification, Communication Skills, Conduct and Etiquette, National and State Health Care Programme.

(iii) The orientation workshop shall be organised at the beginning of internship and a e-log book shall be maintained by each intern, in which the intern shall enter date-wise details of activities under taken by him during orientation.

(iv) The period of orientation shall be seven days.

(v) The manual for conducting the orientation as prescribed from time to time by the National Commission for Indian System of Medicine shall be followed.

- (d) **Activities during Internship -** (i) The daily working hours of intern shall be not less than eight hours; the intern shall maintain a e-log book containing all the activities under taken by intern during internship.

(ii) Normally one-year internship shall be as under-

(A) Option I - Divided into clinical training of six months in the Ayurveda hospital attached to the college and six months in Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Ayurveda Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Ayurveda. Only OPD based clinics having NABH accreditation shall not be eligible for internship.

(B) Option II - All twelve months in Ayurveda hospital attached to the college.

(iii) The clinical training of six or twelve months, as case may be, in the



Ayurveda hospital attached to the college or in non-teaching hospitals laid down by the National Commission for Indian System of Medicine shall be conducted as per the following table, namely -

**Table-16**

**(Distribution of Internship duration at Ayurveda Teaching Hospital, attached to the university)**

S.N.	Departments	Option I	Option II
1	Kayachikitsa OPD including Manas Roga, Rasyan and Vajikarana, Swasthavritta and Yoga, Atyayik Chkitisa, related specialties and respective IPD	1.5 months	3 months
2	Shalya OPD including OT, related specialties and respective IPD	1 month	2 months
3	Shalakya OPD, related specialties including OT, Kriaya kalpaand respective IPD	3 weeks	1.5 months
4	Strirog evam Prasuti OPD related specialties including OT and respective IPD	3 weeks	1.5 months
5	Kaumarbhritya OPD related specialties including NICU, pediatric Panchakarma and respective IPD	0.5 month	1 month
6	Panchakarma OPD related specialties, Panchakarma therapy rooms and respective IPD	1 month	2 months
7	Visha Chikitsa OPD any other specialties, respective IPD, screening OPD, Pathyaunitetc (asper choice of internee)	0.5 month	1 month
8	Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital etc.		-

(iv) (a) The interns shall be posted in any of the following centers where, National Health Programme are being implemented and these postings shall be to get oriented and acquaint the knowledge of implementation of National Health Programme in regard to,-

- (A) Primary Health Centre;
- (B) Community Health Centre or Civil Hospital or District Hospital;
- (C) Any recognized or approved hospital of Modern Medicine;
- (D) Any recognized or approved Ayurvedic Hospital or Dispensary;
- (E) In a clinical unit of Central Council for Research in Ayurvedic Sciences;



- (b) All the above institutes mentioned in clauses (A) to (E) shall have to be recognized by the concerned University or Government designated authority for taking such a training
- (v) The intern shall undertake the following activities in respective department in the hospital attached to the college, namely:-
- (A) **Kayachikitsa** -The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- (i) all routine works such as case taking, investigations, diagnosis and management of common diseases by Ayurvedic medicine;
  - (ii) routine clinical pathological work such as hemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, Mutra evam Mala pariksha by Ayurvedic method, interpretation of laboratory data and clinical findings and arriving at a diagnosis and all pathological and radiological investigational useful for monitoring the deterioration of different disease conditions;
  - (iii) training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicine schedule.
- (B) **Panchakarma**- The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- (i) Panchakarma & Upakarma procedures and techniques regarding Purva Karma, Pradhan Karma and Pashchat Karma;
  - (ii) management of procedural complications, counselling of patients for procedures, maintenance of therapy rooms etc.
- (C) **Shalya Tantra** - The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
- (i) Clinical examination, Diagnosis and Management of common surgical disorders according to Ayurvedic principles;
  - (ii) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
  - (iii) Practical training of aseptic and antiseptic techniques, sterilization;
  - (iv) Intern shall be involved in pre-operative and post-operative managements;
  - (v) Practical use of local anaesthetic techniques and use of anaesthetic drugs;
  - (vi) Radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
  - (vii) surgical procedures and routine ward techniques such as-
    - (a) suturing of fresh injuries;
    - (b) dressing of wounds, burns, ulcers and similar ailments;
    - (c) incision and drainage of abscesses;
    - (d) excision of cysts;
    - (e) venesection;



- (f) application of Ksharasutra in ano-rectal diseases, and
- (g) rakthamokshana, Agnikarma, Ksharakarma
- (D) **Shalaky Tantra** - The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
  - (i) Diagnosis and management of common surgical disorders according to Ayurvedic principles;
  - (ii) Intern shall be involved in Pre-operative and Post-operative managements;
  - (iii) Surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
  - (iv) examinations of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and
  - (v) all kriyakalpas, Nasya, Raktamokshan, Karnapurana, Shirodhara, Putpak, Kawal, Gandushat Out-Patient and In patient Department level.
- (E) **Prasuti Tantra & Stree Roga** – The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
  - (i) Antenatal and post-natal problems and their remedies, antenatal and post-natal care;
  - (ii) management of normal and abnormal labours, and
  - (iii) minor and major obstetric surgical procedures including Yoni Purna, Yoni Pichu, Uttarbasti etc.
  - (iv) all routine works such as case taking, investigations, diagnosis and management of common striroga by Ayurvedic medicine;
  - (v) screening of common carcinomatous conditions in women.
- (F) **Kaumarbhritya** - The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
  - (i) Care of new born along with immunization programme including Svarnaprashana;
  - (ii) Important pediatric problems and their Ayurvedic management;
  - (iii) Panchakarma in children.
- (G) **Swasthavrittaand Yoga** - The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
  - (i) Programme of prevention and control of locally prevalent endemic diseases including nutritional disorders, immunisation, management of infectious diseases, etc.;
  - (ii) Family welfare planning programme;
  - (iii) Aahar and Vihar Parikalpana including dinacharya, sadvritta (Lifestyle and diet counselling daily seasonal routines); and Practice of Ashtang Yoga.
- (H) **Atyayik chkitisa (Emergency or Casualty Management)** - The intern shall be practically trained to acquaint with and to make him competent to deal with all emergency conditions and participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals



(vi) The intern shall complete online programme on public health as laid down by the National Commission for Indian System of Medicine (NCISM), in addition to the irregular duties

(vii) The internship training in Primary Health Centre or Community Center or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine or Ayurvedic Hospital or Dispensary - During the six months internship training in Primary Health Centre or Rural Hospital or Community Health Centre or District Hospital or any recognised or approved hospital of Modern Medicine or Ayurvedic Hospital or Dispensary, the interns shall-

- (A) Get acquainted with routine of the Primary Health Centre and maintenance of their records;
- (B) Get acquainted with the diseases more prevalent in rural and remote areas and their management;
- (C) Involve in teaching of health care methods to rural population and also various immunization programme;
- (D) get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
- (E) get familiarized with the work of maintaining the relevant register like daily patient register, family planning register, surgical register, etc. and take active participation in different Government health schemes or programme;
- (F) participate actively in different National Health Programme implemented by the State Government.

(viii) **Electronic Logbook.-**

- (A) It shall be compulsory for an intern to maintain the record of procedures done/ assisted/ observed by him on day-to-day basis in a specified e-logbook and the intern shall maintain a record of work, which is to be verified and certified by the Medical Officer or Head of the Unit or Department under whom he works.
- (B) Failure to produce e-logbook, complete in all respects duly certified by the concerned authority to the Dean/ Principal/ Director at the end of Internship Training Programme, may result in cancellation of his performance in any or all disciplines of Internship Training Programme.
- (C) The institution shall retain soft copy of the completed and certified e-log book and is to be made available for verification.

(ix) **Evaluation of Internship.-**

- (A) The evaluation system shall assess the skills of a candidate while performing the minimum number of procedures as enlisted with an objective that successful learning of these procedures will enable the candidates to conduct the same in his actual practice.
- (B) The evaluation shall be carried out by respective Head of Department at the end of each posting and the reports shall be submitted to Head of the institute.



- (C) On completion of one year of compulsory rotatory internship including online course on Public Health, the Head of the Institute evaluate all the assessment reports in the prescribed Form-1 under Annexure-i, provided by various Head of the Department at the end of respective posting and if found satisfactory, the intern shall be issued Internship Completion Certificate in Form-2 under Annexure-ii with in seven working days.
- (D) If a candidate's performance is declared as unsatisfactory upon obtaining below fifteen marks or less than fifty per cent. of marks, in an assessment in any of the departments he shall be required to repeat the posting in the respective department for a period of thirty percent. Of the total number of days, laid down for that department in Internship Training and posting.
- (E) Candidate shall have the right to register his grievance in any aspects of conduct of evaluation and award of marks, separately to the concerned Head of the Department and Head of the Institution, within three days from the date of completion of his evaluation, and on receipt of such grievance, the Head of the Institution in consultation with the Head of the concerned department shall redress and dispose of the grievance in an amicable manner within seven working days.

**NOTE: However, any changes if notified through Regulation by the NCISM New Delhi, the provision of the above clause shall be modified to the extent.**

#### **15. Eligibility for Award of the Degree of BAMS**

A student shall be declared to be eligible for award of the Degree if he has:

- (a) The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S.) degree after passing all the examinations and completion of the prescribed course of study extending over the prescribed period and the compulsory rotatory internship extending over twelve months.
- (b) Registered and successfully completed all the Core Courses, Optional Courses, Practical/ Lah classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- (c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the course of his study within the stipulated time, where ever applicable:
- (d) Earned the specified credits in all the categories of subjects as applicable;
- (e) Secured a minimum 50% marks in every subject theory and practical separately. The award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.
- (f) No clues to the University, Hostels, Libraries, NCC NSS etc. and
- (g) No disciplinary action is pending against him.



**16. Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

**17. Maximum Duration for Completion of Course:**

The maximum period to complete the course successfully should not exceed 9 years from the date of admission.

**18. General Instructions:**

- i. The admission to all kinds & mode of BAMS Course shall be governed in accordance and provisions of the Rules / Directives of UGC/NCISM/ AYUSH/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCISM/ AYUSH / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and regulations of the university, regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. In future, more Branches / Specializations / Courses / Programmes of Ayurveda can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty; Schools/Centres; Institutes located in university campus.
- v. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations | Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge.



**ORDINANCE NO. 98****BACHELOR OF NATUROPATHY & YOGIC SCIENCE (BNYS)  
5½ - YEARS BACHELOR DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Naturopathy & Yogic Science (BNYS)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Naturopathy & Yogic Sciences.**
- 3) **Course Applicability –**
  - 3.1) **5½ - Years Bachelor of Naturopathy & Yogic Science (BNYS), Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) Passing of higher secondary school certificate Examination 10+2 with **Sciences (PCB)** from any recognized board with minimum pass marks as prescribed by the concerned authority/ council.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period of the **B.N.Y.S. Course - 4½ years + 1 year Internship = 5½ year**, based on annual exam system (Last academic year of the program will be of 1 ½ year)
- ii. Maximum duration of Program completion is **9 years**.
- iii. The Programs shall generally commence in July/August every year. Barring exceptional circumstances.
- iv. Each year shall be spread over not less than 180 teaching days.
- v. Ten day vacation after half yearly examination shall be granted to the students

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before



the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the BNYS, Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the BNYS, Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, webinars etc.
- 17)** These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Naturopathy & Yogic Sciences**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** In future, more branches/ specializations/ courses/ programmes of BNYS, can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 19)** This Ordinance shall be applicable to BNYS Courses/ Programme in **Naturopathy & Yogic Science** and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 99****D.Ed. IN SPECIAL EDUCATION (D.Ed.Spl.Ed.)****2 - YEARS DIPLOMA PROGRAMME IN SPECIAL EDUCATION**

- 1) **Title of the Course – D.Ed. in Special Education (D.Ed.Spl.Ed.)**
  - 1.1) **D.Ed.Spl.Ed. (Db) – D.Ed. Special Education (Deafblind)**
  - 1.2) **D.Ed.Spl.Ed. (VI) – D.Ed. Special Education (Visual Impairment)**
  - 1.3) **D.Ed.Spl.Ed. (HI) – D.Ed. Special Education (Hearing Impairment)**
  - 1.4) **D.Ed.Spl.Ed. (ID) - D.Ed. Special Education (Intellectual Disability)**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **2 - years D.Ed. in Special Education (D.Ed.Spl.Ed.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Candidates with at least 50% marks in the higher secondary (+2) or its equivalent examination are eligible for admission.**
  - ii) **The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, RCI.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, RCI.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, RCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of D.Ed.Spl.Ed. Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- iv. There shall be at least two hundred working days each year exclusive of the period of examination and admission.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of RCI.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment



of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, RCI.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work including practicum, and 90% for school internship, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Diploma – Eligibility for Award of the D.Ed.Spl.Ed. Programme-**

A student shall be declared to be eligible for award of the **Diploma** if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **D.Ed.Spl.Ed.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **RCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **RCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) **D.Ed. in Special Education (D.Ed.Spl.Ed.),** in the **Faculty of Education / School of Education**, shall include the subjects of various branches/specializations/discipline/areas of **Deafblind, Visual Impairment, Hearing Impairment, Intellectual Disability** etc.
- 17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 18) These programmes are offered by the **Faculty of Education / School of Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 19) In future, more branches/ specializations/ courses/ programmes of **(D.Ed.Spl.Ed.)** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.



- 20) This Ordinance shall be applicable to all Two years D.Ed. in Special Education (D.Ed.Spl.Ed.), except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

## **ORDINANCE NO. 100**

### **B.Ed. IN SPECIAL EDUCATION (B.Ed.Spl.Ed.) 2 - YEARS BACHELOR DEGREE PROGRAMME IN SPECIAL EDUCATION**

- 1) **Title of the Degree – B.Ed. in Special Education (B.Ed.Spl.Ed.)**
  - 1.1) B.Ed.Spl.Ed. (VI) – B.Ed. Special Education (Visual Impairment)
  - 1.2) B.Ed.Spl.Ed. (HI) – B.Ed. Special Education (Hearing Impairment)
  - 1.3) B.Ed.Spl.Ed. (ID) - B.Ed. Special Education (Intellectual Disability)
  - 1.4) B.Ed.Spl.Ed. (LD) – B.Ed. Special Education (Learning Disability)
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) 2 - years B.Ed. in Special Education (B.Ed.Spl.Ed.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates with at least 50% marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/ Social Sciences/ Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, RCI.



- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, RCI.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, RCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.Ed.Spl.Ed.) Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. Each Academic year shall comprise of 2 semesters each.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.
- vi. Ten day vacation as semester break shall be granted to the students between two semesters.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of RCI.



**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority, RCI.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all course work and practicum, and 90% for school internship, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**14) Eligibility for Degree – Eligibility for Award of the (B.Ed.Spl.Ed.) Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the (B.Ed.Spl.Ed.) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly RCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly RCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of “Aryavart” University, Sehore, regarding specific courses shall be applicable. In other matters Board of Management of “Aryavart” University shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

**16) B.Ed. in Special Education (B.Ed.Spl.Ed.), in the Faculty of Education / School of Education, shall include the subjects of various branches/specializations/discipline/areas**



of Learning Disability, Visual Impairment, Hearing Impairment, Intellectual Disability etc.

- 17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 18) These programmes are offered by the **Faculty of Education / School of Education**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 19) In future, more branches/ specializations/ courses/ programmes of **(B.Ed.Spl.Ed.)** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) This Ordinance shall be applicable to all **Two years B.Ed. in Special Education (B.Ed.Spl.Ed.)**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 101****M.Ed. IN SPECIAL EDUCATION (M.Ed.Spl.Ed.)  
2 - YEARS MASTER DEGREE PROGRAMME IN  
SPECIAL EDUCATION**

- 1) Title of the Degree – M.Ed. in Special Education (M.Ed.Spl.Ed.)**
  - 1.1) M.Ed.Spl.Ed. (VI) – M.Ed. Special Education (Visual Impairment)**
  - 1.2) M.Ed.Spl.Ed. (HI) – M.Ed. Special Education (Hearing Impairment)**
  - 1.3) M.Ed.Spl.Ed. (ID) – M.Ed. Special Education (Intellectual Disability)**
  - 1.4) M.Ed.Spl.Ed. (LD) – M.Ed. Special Education (Learning Disability)**
- 2) Name of Faculty / School – Faculty of Education / School of Education**
- 3) Course Applicability –**
  - 3.1) 2 - years M.Ed. in Special Education (M.Ed.Spl.Ed.) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.**
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
- 4) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates seeking admission to the (M.Ed.Spl.Ed.) programme should have. obtained at least 50% marks or an equivalent grade in the following programmes:**
    - **B.Ed., B.A.B.Ed., B.Sc.B.Ed., B.El.Ed.,**
    - **D.El.Ed. with an undergraduate degree (with 50% marks in each).**
  - ii) Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, RCI.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, RCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.Ed.Spl.Ed.) Program is 2 year.
- ii. Maximum duration of Program completion is 3 years.
- iii. Each academic year shall comprise of 2 semesters.
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of RCI.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.



- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (M.Ed.Spl.Ed.) Degree-**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.



**15) General Instruction –**

- i. The admission to the (M.Ed.Spl.Ed.) Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly RCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly RCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

**16) M.Ed. in Special Education (M.Ed.Spl.Ed.), in the Faculty of Education / School of Education, shall include the subjects of various branches/specializations/discipline/areas of Learning Disability, Visual Impairment, Hearing Impairment, Intellectual Disability etc.**

**17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**

**18) These programmes are offered by the Faculty of Education / School of Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.**

**19) In future, more branches/ specializations/ courses/ programmes of (M.Ed.Spl.Ed.) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.**

**20) This Ordinance shall be applicable to all Two years M.Ed. in Special Education (M.Ed.Spl.Ed.), except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.**



**ORDINANCE NO. 102**  
**INTEGRATED (B.Ed. - M.Ed.Spl.Ed.)**  
**3 - YEARS INTEGRATED DEGREE PROGRAMME IN**  
**SPECIAL EDUCATION**

- 1) **Title of the Degree – 3 Years Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme**
  - 1.1) **Integrated B.Ed. - M.Ed.Spl.Ed. (Intellectual Disability)**
  - 1.2) **Integrated B.Ed. - M.Ed.Spl.Ed.( Learning Disability)**
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **3 - years Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) PG Degree in Science/Social Science/Humanities/Other relevant disciplines from a recognized University/Institute. Minimum aggregate marks/grade required is 55% or equivalent grade.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, RCI.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, RCI.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, RCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of **Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme is 3 year.**
- ii. Maximum duration of Program completion is **5 years.**
- iii. Each academic year shall comprise of **2 semesters.**
- iv. The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of RCI.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% for all the course work, and 90% for school internship. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the 3 Year Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **3-Years Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly RCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly RCI or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

**16) Integrated Degree (B.Ed. - M.Ed.Spl.Ed.), in the Faculty of Education / School of Education,** shall include the subjects of various branches/specializations/discipline/areas of **Learning Disability, Intellectual Disability** etc.

**17) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**

**18) These programmes are offered by the Faculty of Education / School of Education,** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.



- 19) In future, more branches/ specializations/ courses/ programmes of **Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 20) This Ordinance shall be applicable to all **Three years Integrated Degree (B.Ed. - M.Ed.Spl.Ed.) Programme**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

## **ORDINANCE NO. 103**

**B.A/ B.Com/ B.Sc. - B.Ed.Spl.Ed.**

### **4 - YEAR INTEGRATED DEGREE PROGRAMME IN SPECIAL EDUCATION**

- 1) **Title of the Degree – 4 Years Integrated Degree Programme**
  - 1.1) B.A. - B.Ed.Spl.Ed.
  - 1.2) B.Com. - B.Ed.Spl.Ed.
  - 1.3) B.Sc. - B.Ed.Spl.Ed.
- 2) **Name of Faculty / School – Faculty of Education / School of Education**
- 3) **Course Applicability –**
  - 3.1) **4 - years Integrated Degree Programme (B.A/ B.Com/ B.Sc. - B.Ed.Spl.Ed.)**  
Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authorities.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates with atleast 50% marks in the senior secondary / + 2 or its equivalent are eligible for admission, considering the uniqueness of the programme, there is no exit facility at the end of third year. Therefore, every student should compulsorily complete four years once they decide to pursue this programme.
  - ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority, NCTE.



- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority, NCTE.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, RCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- Scheduled period for the completion of Integrated (B.A/ B.Com/ B.Sc. - B.Ed.Spl.Ed.) Degree Programme is 4 year.
- Maximum duration of Program completion is 6 years.
- Each academic year shall comprise of 2 semesters.
- The Programs shall generally commence in July/August every year. Baring exceptional circumstances.
- Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council following the norms of RCI.

**10) Fee Structure –**

- All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. **Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the Integrated (B.A/ B.Com/ B.Sc. - B.Ed.Spl.Ed.) Degree -**

A student shall be declared to be eligible for award of the Degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group



Discussion, Field Work/Training, Educational Tour, Extension Science, Project Work and other Assignments etc where ever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **Integrated (B.A/ B.Com/ B.Sc. - B.Ed.Spl.Ed.) Degree Programme** shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body mainly **RCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body mainly **RCI** or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.**



- 17) These programmes are offered by the Faculty of Faculty of Education / School of Education, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to all **Four years Integrated (B.A/ B.Com/ B.Sc. - B.Ed.Spl.Ed.) Degree Programme in Special Education**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

## **ORDINANCE NO. 104**

### **2 - YEARS DIPLOMA PROGRAMMES IN VETERINARY SCIENCE & ANIMAL HUSBANDRY**

- 1) **Title of the Course –**
  - 1.1) **Diploma in Animal Husbandry.**
  - 1.2) **Diploma in Animal Husbandry & Dairying.**
  - 1.3) **Diploma in Veterinary & Livestock Development Assistant.**
  - 1.4) **Diploma in Veterinary Science and Animal Health Technology.**
  - 1.5) **Diploma in Animal Health and Husbandry.**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry.**
- 3) **Course Applicability –**
  - 3.1) **2 - Years Diploma Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Students passing 10+2 system of examination with Physics, Chemistry, Biology and English subjects (also securing minimum marks as per norms of concerned regulatory authority/ council), would be mandatory for admission in Diploma Program.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, VCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of Diploma Program is 2 years based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is 4 years.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ Year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ Year.



- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Course – Eligibility for Award of the Diploma -**

A student shall be declared to be eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc. where ever applicable.



- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the Diploma programmes shall be governed in accordance and provisions with the Rules/Directives of VCI/ UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of VCI/UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to Diploma programmes, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 105**  
**DIPLOMA IN ANIMAL HUSBANDRY & DAIRYING**  
**3 - YEARS DIPLOMA PROGRAMME**

- 1) Title of the Course – Diploma in Animal Husbandry & Dairying.
- 2) Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry.
- 3) Course Applicability –
  - 3.1) 3 - Years Diploma in Animal Husbandry & Dairying, Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Eligibility For Admission :

**Candidate who have passed duly recognized following examination:-**

  - i) Candidates for admission to this course should have passed 10<sup>th</sup> standard or its equivalent examination of a recognized Indian Board. The candidate should have passed the examination in Physics, Chemistry, Mathematics and English as a core subject. (also securing minimum marks as per norms of concerned regulatory authority/ council), would be mandatory for admission in **(Diploma in Animal Husbandry & Dairying) Program.**
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure --**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution --**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats --**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, VCI and other statutory bodies as and where applicable.

**8) Duration & Commencement --**

- i. Scheduled period for the completion of **(Diploma in Animal Husbandry & Dairying)**, Program is 3 years based on either semester or Annual exam system.
- ii. The students will undergo field Training after completion of 5th semester of 3rd year / (6 Months) field Training in 3rd year, to give them exposure on Dairy Husbandry practices.
- iii. Maximum duration of Program completion is **6 years**.
- iv. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- v. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure --**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure --**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ Year.



- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ Year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Course – Eligibility for Award of the (Diploma in Animal Husbandry & Dairying) -**

A student shall be declared to be eligible for award of the Course if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group



Discussion, Field Work, Educational Tour, Project Work and other Assignments etc. where ever applicable.

- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **(Diploma in Animal Husbandry & Dairying)**, Courses shall be governed in accordance and provisions with the Rules/Directives of VCI/ UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of VCI/UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to **(Diploma in Animal Husbandry & Dairying)**, Programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 106**  
**BACHELOR OF VETERINARY SCIENCE AND ANIMAL**  
**HUSBANDRY (B.V.Sc. & A.H.)**  
**5½ - YEARS BACHELOR DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Veterinary Science & Animal Husbandry (B.V.Sc. & A.H.)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry.**
- 3) **Course Applicability –**
  - 3.1) **5½ - Years Bachelor of Veterinary Science & Animal Husbandry (B.V.Sc. & A.H.),** Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

- i) To be eligible for admission, the candidate must have passed the Senior Secondary (of 10+2 scheme) or equivalent recognized Examination with Science Biology group from a Statutory Indian Board/University (established under act by the State Governments or Central Government) taken after 12 years of regular study, the last 2 years of study with Physics, Chemistry, Biology/Biotechnology (which shall also include a practical examination in these subjects) and any other elective subjects along with English as one of the core compulsory subjects. Provided further, the candidate must have passed the aforesaid subjects individually and also separately both in Theory and Practical examinations in the subjects of Physics, Chemistry and Biology/Biotechnology. Further, the



- ii) General category candidates must have obtained a minimum of 50% marks in aggregate in the subjects of Physics, Chemistry, Biology Biotechnology and English in Senior Secondary (10+2) or equivalent recognized examination. For the candidates of reserved categories, the marks requirement will be 5% (of 50%) less than that prescribed for General category candidates i.e. 47.5% in the aforesaid subjects.
- iii) Minimum age of 17 years and not crossed the maximum age of 25 years as on the 31st December of the admission year. For SC & ST there is relaxation of maximum age by five years.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, VCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.V.Sc. & A.H.), Program is 5½ years.
- ii. 5 ½ years, Five professional years.
- iii. Fourth professional year is 1 ½ year.
- iv. Fifth professional year is Internship.
- v. Maximum duration of Program completion is 10 years.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.



**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ Year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ Year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**14) Eligibility for Degree – Eligibility for Award of the (B.V.Sc. & A.H.), Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the (B.V.Sc. & A.H.), Courses shall be governed in accordance and provisions with the Rules/Directives of VCI/ UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of VCI/UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.



- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to **(B.V.Sc. & A.H.)**, Programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

## **ORDINANCE NO. 107**

### **MASTER OF VETERINARY SCIENCE (M.V.Sc.) 2 - YEARS POST GRADUATE DEGREE PROGRAMME**

- 1) **Title of the Degree – Master of Veterinary Science (M.V.Sc.)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry.**
- 3) **Course Applicability –**
  - 3.1) **2 - Years Master of Veterinary Science (M.V.Sc.)**, Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) A Bachelor's degree in Veterinary Science and Animal Husbandry (also securing minimum marks as per norms of concerned regulatory authority/ council), would be mandatory for admission in **(M.V.Sc.)** Program.
  - ii) The upper age limit shall be 40 years as on 1st July of the year of admission
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.



**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, VCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (M.V.Sc.), Program is 2 years.
- ii. Maximum duration of Program completion is 4 years.
- iii. Each Academic year shall comprise of 2 semesters each in semester system.
- iv. The Programs shall generally commence in July/August every year. Other than under exceptional circumstances.
- v. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ Year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ Year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.



- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.**

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (M.V.Sc.), Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc. where ever applicable
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.



- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the **(M.V.Sc.)**, Courses shall be governed in accordance and provisions with the Rules/Directives of VCI/ UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of VCI/UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16)** The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17)** These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18)** This Ordinance shall be applicable to **(M.V.Sc.)**, Programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 108**  
**BACHELOR OF FISHERY SCIENCE AND ANIMAL**  
**HUSBANDRY (B.F.Sc.)**  
**4 - YEARS BACHELOR DEGREE PROGRAMME**

- 1) **Title of the Degree – Bachelor of Fishery Science (B.F.Sc.)**
- 2) **Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry.**
- 3) **Course Applicability –**
  - 3.4) **4 - Years Bachelor of Fishery Science (B.F.Sc.), Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.**
  - 3.5) **The Board of Studies is authorized to recommend further additions/alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.6) **The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Students passing 10+2 system of examination with Physics, Chemistry, Biology and English subjects (also securing minimum marks as per norms of concerned regulatory authority/ council), would be mandatory for admission in (B.F.Sc.) Program.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority, VCI and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of (B.F.Sc.), Program is 4 years based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is 8 years.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ Year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ Year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine



hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.

- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year.

**Provided that,** in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.

- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree – Eligibility for Award of the (B.F.Sc.), Degree-**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.



- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- v. No disciplinary action is pending against him/ her.

**15) General Instruction –**

- i. The admission to the (B.F.Sc.), Courses shall be governed in accordance and provisions with the Rules/Directives of VCI/ UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of VCI/UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the **Faculty of Medical Health & Allied Sciences / School of Veterinary Science & Animal Husbandry**, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) This Ordinance shall be applicable to (B.F.Sc.), Programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 109**  
**BACHELOR OF ARCHITECTURE (B.ARCH)**  
**5 - YEAR UNDER GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Architecture (B.Arch)**
- 2) **Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Architecture.**
- 3) **Course Applicability –**
  - 3.1) **5 – Year, Bachelor of Architecture (B.Arch) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.2) **Name of Faculty/ Board of Studies is Faculty of Architecture, Planning & Design and the Department shall be School of Architecture.**
  - 3.3) **The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.**
- 4) **Duration - Five years (Ten semesters)**
- 5) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Passed 10+2 examination with Physics, Chemistry and Mathematics as mandatory subjects with 50% in aggregate and 50% each subject.**
  - Or**
  - ii) **Passed Diploma examination with Mathematics as compulsory subject having obtained at least 50% marks (45% in case of candidates belonging to reserved category) marks in the aggregate.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the COA (regulatory body).**



- Admissions shall be according to the criteria made by the Admission Committee and the concerned COA (regulatory body).

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**6) Admission Procedure –**

The eligible candidates as specified in clause 5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/ Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the COA/ AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**7) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure of **B.Arch** (Regular/Full Time) shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**

Maximum duration of Program completion is **10 years**. However in special circumstances a candidate may be granted an extension of one year by the university with the approval from university academic council.

**11) Commencement –**

- Each Academic year shall comprise of 2 semesters each.



- ii. B.Arch. odd semesters (I, III, V, VII, and IX) shall commence during the period of July- December every year while B.Arch. even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**12) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**14) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.



- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**16) Eligibility for Degree – Eligibility for Award of the B.Arch. Degree**

A student shall be declared to be eligible for award of the B.Arch. Degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**17) General Instruction –**

- i. The admission to all kinds & mode of B.Arch Courses shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ COA/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/COA/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.



- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 18) Various Branches/Discipline of **B.Arch** course shall include the current courses/ programme as well as proposed in future. However, all **B.Arch** course with various Branches/ Discipline shall run and governed through this ordinance.
- 19) **B.Arch** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 20) In future, more branches/ specializations/ courses/ programmes of **B.Arch** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.



**ORDINANCE NO. 110**  
**MASTER OF ARCHITECTURE (M.ARCH)**  
**2 - YEAR POST GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Master of Architecture (M.Arch)**
- 2) **Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Architecture.**
- 3) **Branch/ Specialization/ Group - Advanced Architecture, Advanced Design, Architectural and Construction Project Management, Architectural Conservation, Architectural Design, Architecture and Settlement Conservation, Architecture Education & Building Management, Built Heritage, City Design, Computer Application, Construction Management, Energy Efficient and Sustainable Architecture, Environmental Architecture, Habitat Design, Housing, Interior Architecture, Interior Design, Landscape Architecture, Project Management, Real Estate Development, Sustainable Architecture, Theory and Design, Urban Conservation, Urban Design, Urban Design and Development.**
- 4) **Course Applicability –**
  - 4.1) **2 – Year, Master of Architecture Degree (M.Arch) Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 4.2) **Name of Faculty/ Board of Studies is Faculty of Architecture, Planning & Design and the Department shall be School of Architecture.**
  - 4.3) **The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.**
- 5) **Duration - Two years (Four semesters)**
- 6) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) **Passed Bachelor Degree in Architecture.**



- ii) Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the COA (regulatory body).
- Admissions shall be according to the criteria made by the Admission Committee and the concerned COA (regulatory body).

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the COA/ AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

The Course structure of **M.Arch** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of **M.Arch** in a maximum period of **Four Years** respectively from the session of first admission. However, for any exceptional case



the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters each.
- ii. M.Arch. odd semesters (I and III) shall commence during the period of July-December every year while M.Arch. even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.



- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – Eligibility for Award of the M.Arch Degree.**

A student shall be declared to be eligible for award of the M.Arch Degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**18) General Instruction –**

- i. The admission to all kind & modes of M.Arch Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ COA/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ COA/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/Discipline of M.Arch course shall include the current courses/ programme as well as proposed in future. However, all M.Arch course with various Branches/ Discipline shall run and governed through this ordinance.
- 20) M.Arch course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more branches/ specializations/ courses/ programmes of M.Arch can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 22) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.



**ORDINANCE NO. 111**  
**BACHELOR OF PLANNING (B.PLAN)**  
**4 - YEAR UNDER GRADUATE DEGREE PROGRAM**

- 1) **Title of the Degree – Bachelor of Planning (B.Plan)**
- 2) **Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Planning.**
- 3) **Course Applicability –**
  - 3.1) **4 – Year, Bachelor of Planning (B.Plan) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.**
  - 3.2) **Name of the Faculty/ Board of Studies is Faculty of Architecture, Planning & Design and the Department shall be School of Planning.**
  - 3.3) **The Degree will include areas of study/ subject/ specialization as recommended by the Academic Council and concerned Board of Studies of the University.**
- 4) **Duration - Four years (Eight semesters)**
- 5) **Eligibility For Admission :**
  - Candidate who have passed duly recognized following examination:-**
    - i) **Passed 10+2 examination with eligibility as per AICTE norms.**
    - ii) **Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.**
  - **Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.**
  - **Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.**

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**6) Admission Procedure –**

The eligible candidates as specified in clause 5 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/ Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**7) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**8) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**9) Course Structure –**

The Course structure of **B.Plan (Regular/Full Time)** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Maximum Duration of Completion of Course –**

Maximum duration of Program completion is **8 years**. However in special circumstances a candidate may be granted an extension of one year by the university with the approval from university academic council.

**11) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. **B.Plan**. odd semesters (I, III, V, and VII) shall commence during the period of July-December every year while **B.Plan** even semesters (II, IV, VI and VIII) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.



**12) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**13) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**14) Attendance –**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**15) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**16) Eligibility for Degree – Eligibility for Award of the B.Plan Degree**

A student shall be declared to be eligible for award of the B.Plan Degree if he/ she has:




- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/ her.

**17) General Instruction –**

- i. The admission to all kinds & mode of B.Plan Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.



- 18) Various Branches/Discipline of B.Plan course shall include the current courses/ programme as well as proposed in future. However, all **B.Plan** course with various Branches/ Discipline shall run and governed through this ordinance.
  - 19) **B.Plan** course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
  - 20) In future, more branches/ specializations/ courses/ programmes of **B.Plan** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
  - 21) The University shall also offer more number of Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/ or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
  - 22) This Ordinance shall be applicable to all (**B.Plan**) programme, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
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**ORDINANCE NO. 112**  
**MASTER OF PLANNING (M.PLAN)**  
**2 - YEAR POST GRADUATE DEGREE PROGRAM**

- 1) Title of the Degree – Master of Planning (M.Plan)**
- 2) Branch/ Specialization/ Group -** City and Regional Planning and Management, City Planning, City Planning and Management, Community Planning, Conservation Planning, Environmental Planning, Environmental Planning and Management, Housing, Industrial Area Planning and Management, Infrastructure Planning, Infrastructure Planning and Management, Land-Use Planning, Regional and Rural Development Planning, Regional Planning, Rural Planning and Development, Rural Planning and Management, Town and Country Planning, Town Planning, Transport Planning and Management, Transportation Planning, Urban and Regional Planning, Urban and Rural Planning, Urban Design, Urban Development, Urban Planning.
- 3) Name of Faculty / School – Faculty of Architecture, Planning & Design / School of Planning.**
- 4) Course Applicability –**
  - 4.1) 2 – Year, Master of Planning (M.Plan) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
  - 4.2) Name of Faculty/ Board of Studies is Faculty of Architecture, Planning & Design** and the Department shall be **School of Planning.**
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended** by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) Duration - Two years (Four semesters)**
- 6) Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**



i) Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering.

Or

ii) Passed Master Degree of Geography/ Economics/ Social Sciences or equivalent Degree.

- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned regulatory body.
- Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/ Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/ Board/ University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

The Course structure of **M.Plan** shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.



**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire course of M.Plan in a maximum period of **Four Years** respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each Academic year shall comprise of 2 semesters each.
- ii. M.Plan odd semesters (I and III) shall commence during the period of July-December every year while M.Plan even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.



- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**17) Eligibility for Degree – Eligibility for Award of the M.Plan Degree.**

A student shall be declared to be eligible for award of the M.Plan Degree if he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Earned the specified credits in all the categories of subjects if applicable.
- iv. Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.
- v. No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi. No disciplinary action is pending against him/her.

**18) General Instruction –**

- i. The admission to all kind & modes of M.Plan Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **M.Plan** course shall include the current courses/ programme as well as proposed in future. However, all **M.Plan** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 20) **M.Plan** course shall run on all possible modes of imparting education including the use of latest innovative technologies i.e. on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more branches/ specializations/ courses/ programmes of **M.Plan** can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 22) The University shall also offer more number of Master degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.



**ORDINANCE NO. 113**  
**5 - YEAR INTEGRATED/DUAL DEGREE PROGRAM IN**  
**PLANNING**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Planning Programme shall be designated as **Master of Planning Integrated Programme**.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: **B.Plan-M.Plan**
- 3) **Name of Faculty / School** – **Faculty of Architecture, Planning & Design / School of Planning**.
- 4) **Course Applicability** –
  - 4.1) **5 – Year, Integrated/Dual Degree Programme** in Planning shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of **MPPURC** and Government of M.P and in accordance with **AICTE**.
  - 4.3) The Degree will include areas of study/ subjects/ specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed 10+2 examination with eligibility as per **AICTE** norms.
  - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.



**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/ Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/ Board/ University/other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of B.Plan-M.Plan Degree ordinarily within a maximum period of **Ten years** from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.



**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- iii. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- iv. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**17) Eligibility for Degree – This is a liberal/Flexible exit degree programme –****17.1) Eligibility for Award of the B.Plan Degree –**

A student shall be declared to be eligible for award of the Degree of B.Plan at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) Not desirous/not eligible for M.Plan. Degree.

**17.2) Eligibility for Award of the Integrated B.Plan-M.Plan Degree at the end of Xth Semester:**


- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (B.Plan-M.Plan), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured a minimum CGPA of 5.0 in aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the B.Plan-M.Plan Course shall be governed in accordance and provisions with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.





- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **B.Plan-M.Plan** course shall include the current courses/programme as well as proposed in future. However, all **B.Plan-M.Plan** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 20) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand\_ of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 22) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 23) This Ordinance shall be applicable to all five years Integrated programme with dual Degree in Planning and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
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**ORDINANCE NO. 114****5 - YEAR INTEGRATED/DUAL DEGREE PROGRAM IN  
PLANNING WITH MANAGEMENT**

- 1) **Title of the Degree** – The Integrated Post Graduate Five Years (Ten Semesters) Management Programme shall be designated as Master of Business Administration Integrated Programme.
- 2) **Dual Degree** – This is a five years choice based Integrated programme, following to Dual Degree: B.Plan-M.B.A.
- 3) **Name of Faculty / School** – Faculty of Architecture, Planning & Design / School of Planning.
- 4) **Course Applicability** –
  - 4.1) **5 – Year, Integrated/Dual Degree Programme** in Management shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 4.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P and in accordance with AICTE.
  - 4.3) The Degree will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.
- 5) **Duration - Five years (Ten semesters)**
- 6) **Eligibility For Admission :**

**Candidate who have passed duly recognized following examination:-**

  - i) Passed 10+2 examination with eligibility as per AICTE norms.
  - ii) Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for



admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**7) Admission Procedure –**

The eligible candidates as specified in clause 6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/ Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/ Board/ University/ other Professional Bodies/ Organizations or any other mode as decided by the AICTE/ UGC/ other relevant Regulatory Bodies from time to time.

**8) Branch/Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview

**9) Intake –**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**10) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11) Maximum Duration of Completion of Course –**

A candidate has to complete the entire courses / Programme of B.Plan-M.B.A. Degree ordinarily with in a maximum period of Ten years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**12) Commencement –**

- i. Each academic year shall comprise of 2 semesters.
- ii. Odd semesters (I, III, V, VII and IX) shall commence during the period of July-December every year while even semesters (II, IV, VI, VIII and X) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.



**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium Of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination –**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.



**17) Eligibility for Degree – This is a liberal/Flexible exit degree programme –****17.1) Eligibility for Award of the B.Plan Degree –**

A student shall be declared to be eligible for award of the Degree of **B.Plan** at the end of VIII semester if he/ she has:

- i) Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable .
- ii) Successfully acquired the minimum required. credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii) Earned the specified credits in all the categories of subjects if applicable.
- iv) Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- v) No dues to the University, Hostels, Libraries, NCC/ NSS etc, and
- vi) No disciplinary action is pending against him/her.
- vii) not desirous/not eligible for **M.Plan Degree**.

**17.2) Eligibility for Award of the Integrated B.Plan-M.B.A. Degree at the end of Xth Semester:**

- i) In addition to the conditions prescribed under this ordinance for passing, the Integrated Dual Degree (**B.Plan-M.B.A.**), in 17.1 (i, ii, iii, iv, v, vi), Students Should secured a minimum CGPA of 5.0 in aggregate. However, the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

**18) General Instruction –**

- i. The admission to the **B.Plan-M.B.A.** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.



- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ AICTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 19) Various Branches/ Discipline/ Specialization of **B.Plan-M.B.A.** course shall include the current courses/ programme as well as proposed in future. However, all **B.Plan-M.B.A.** course with various Branches/ Discipline/ Specialization shall run and governed through this ordinance.
- 20) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 21) In future, more Integrated Programmes of five years duration can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand\_ of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ institutes/ schools located in University campus.
- 22) The University shall also offer more number of Five Year Integrated programmes with Dual degree with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.



**ORDINANCE NO. 115**  
**BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY**  
**B.H.M.S.**  
**HOMOEOPATHIC DEGREE PROGRAMME**

**1) Short title and commencement:**

- a) These regulations may be called “**National Commission for Homoeopathy (Homoeopathy Degree Course – B.H.M.S.) Regulations-2022.**”
- b) The programme shall be governed by the norms, rules and guidelines of the conceded regulatory **National Commission for Homoeopathy**, New Delhi and the policies of Government of Madhya Pradesh.
- c) They shall come into force on the date of their publication in the Official Gazette.

**2) Definitions:**

- a) In these regulations, unless the context otherwise requires:
  - i) “Act” means the National Commission for Homoeopathy, Act, 2020 (15 of 2020);
  - ii) “Annexure” means an annexure appended to these regulations;
  - iii) “Appendix” means an appendix appended to these regulations.
  - iv) “Electives” means an optional course of studies devised to enrich the educational expression of the student.
  - v) “University” means **Aryavart University, Sehore M.P.**
- b) The words and expressions used herein and not defined but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

**3) Bachelor of Homoeopathic Medicine and Surgery (BHMS) programme:**

The Bachelor of Homoeopathy education namely, the Bachelor of Homoeopathy Medicine and Surgery (B.H.M.S.) shall produce Graduates, having profound knowledge of Homoeopathy with contemporary advances in the field, supplemented with knowledge of scientific and technological advances in modern health sciences and related technology along with extensive practical training, be able to function as an efficient holistic health care practitioner in health care services in the urban and rural areas.

**4) Name of Faculty / School – Faculty of Medical Health & Allied Sciences / School of AYUSH & Alternative Medicine:**

**5) Eligibility criteria for admission and manner of admissions: -**

The eligibility to seek admission in Bachelor of Homoeopathy Medicine and Surgery programme shall be asunder:

- a) The candidate shall have passed 10+2 or its equivalent examination from any recognised Board with Physics, Chemistry, Biology and have obtained minimum of fifty per-cent marks taken together in Physics, Chemistry and Biology in the



case of students belonging to general category and forty per cent marks in the case of students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes;

- b) Provided that in respect of persons with disability candidate specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the minimum qualifying marks in the said examinations shall be forty-five per cent. in the case of General category and forty per cent in the case of the Scheduled Castes, Scheduled Tribes and Other Backward Classes;
- c) No candidate shall be admitted to Bachelor of Homoeopathy Medicine and Surgery programme unless the candidate attained the age of seventeen years on or before the 31st day of December of the year of admission in the first year of the programme;
- d) **National Eligibility -cum-Entrance Test.-** There shall be a uniform entrance examination for all medical institutions at the under-graduate level, namely the National Eligibility-cum- Entrance Test (NEET) for admission to under-graduate programme in each academic year and shall be conducted by an authority designated by the National Commission for Homoeopathy.

- i) In order to consider for admission to under-graduate programme for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the National Eligibility-cum- Entrance Test for under-graduate programme held for the said academic year:

Provided that in respect of candidates, -

- a) belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the minimum marks shall at 40<sup>th</sup> percentile;
- b) with specified disabilities under the Rights of Persons with Disabilities Act, 2016 (49 of 2016) the minimum marks shall be at 45th percentile in the case of general category and 40th percentile in the case of the Scheduled Castes, Scheduled Tribes and Other Backward Classes:

provided further that if sufficient number of candidates in the respective category fail to secure minimum marks in the National Eligibility - cum - Entrance Test held for any academic year for admission to undergraduate programme, the National Commission for Homoeopathy in consultation with the Central Government may lower the minimum marks required for admission to undergraduate programme for candidates belonging to respective category and marks so lowered by the Central Government shall be applicable for that academic year only.

- 6) **Duration of B.H.M.S. course -** The duration of the B.H.M.S. Programme shall be five years and six months as per the following table, namely:



**Table-1**  
(Duration of B.H.M.S. course)

Sl. No.	B.H.M.S. course	Duration
(a)	First Professional B.H.M.S.	Eighteen Months
(b)	Second Professional B.H.M.S.	Twelve Months
(c)	Third Professional B.H.M.S.	Twelve Months
(d)	Fourth (Final) Professional B.H.M.S.	Twelve Months
(e)	Compulsory Rotatory Internship	Twelve Months

- 7) **Degree to be awarded.** - The candidate shall be awarded Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S) Degree after passing all the examinations and completion of the laid down course of study extending over the laid down period and the compulsory rotatory internship extending over twelve months.
- 8) **Medium of instruction.** - The medium of instruction for the programme shall be English.
- 9) **Pattern of study.** -
- a) The B.H.M.S. course shall consist of **main programme and electives** and the pattern of study shall be followed in the following manner, namely: -
- i)
- a) After admission, the student shall be inducted to the B.H.M.S. programme through a **Foundation Programme** not less than fifteen working days and not less than 90 hours and every day may consist of six hours based on the 'Content for Foundation Course' which intends to introduce newly admitted student to Homoeopathy system of medicine and skills required to make him well aware of the B.H.M.S. course he is going to undergo for next five years and six months.
- b) During the Foundation Programme, the student of Homoeopathy shall learn history of Homoeopathy, get oriented to developments in the Homoeopathy science across the globe, understanding on improvising interpersonal communication skills, management of stress & time, basic life support and first-aid along with other subjects as per syllabus laid down in **Annexure-i**
- b) Total teaching hours for first professional session shall be not less 2268 hours to be accomplished in three hundred and twenty-four days while for second, third & fourth professional session, a minimum of 1512 hours teaching is required to be accomplished in two hundred and sixteen days in each year.
- c)
- i) Total working days for the First Professional session shall have three hours of clinical classes per week either in OPD or IPD or in community or peripheral OPD of Hospital during morning hours, except during fifteen days for the foundation program.
- ii) Total teaching hours for First Professional session shall not be less than 2268 hours.



- d) Total teaching hours for Second, Third and Fourth Professional session shall not be less than 1512 in each professional year which will comprise of three hours of clinical classes at OPD or IPD or community or peripheral OPD during morning hours.
- e) Working hours may be increased by the University or institution as per requirement to complete the stipulated period of teaching and requisite activity.
- Explanation.-** For the purposes of this regulation the expression "Lectures" means Didactic teaching i.e., classroom teaching and the expression "Non-lectures" includes Practical / Clinical and Demonstrative teaching and the Demonstrative teaching includes Small group teaching / Tutorials / Seminars / Symposiums / Assignments / Role play / Drug Picture presentation / Pharmacy training / Laboratory training / Dissection / Field visits / Skill lab training / Integrated learning / Problem based learning / Case based learning / Early clinical exposure / Evidence based learning etc. as per the requirement of the subject and in Non-lectures, the Clinical/Practical part shall be seventy per cent and demonstrative teaching shall be thirty per cent.
- f) There shall be minimum of one hour each for library and physical education per week and one hour of recreation (expression of talent and extra-curricular activities) per month to be allotted in the regular time table of all batches. These hours are over and above the hours mentioned above in point (c) and (d)
- g) New departments and subjects like Fundamentals of psychology, Yoga, introduction to modern pharmacology and research methodology and biostatistics are introduced in degree course to provide holistic and integrated knowledge of all the health sciences along with development of research aptitude.

(i) Department and Subjects in professional B.H.M.S. Course

Table number 2

S.No.	Department	Subject
1	Homoeopathic Materia Medica	Homoeopathic Materia Medica
2	Organon of Medicine with Homoeopathic Philosophy	Organon of Medicine with Homoeopathic Philosophy and Fundamentals of Psychology
3	Homoeopathic Pharmacy	Homoeopathic Pharmacy
4	Repertory	Repertory and Case Taking
5	Human Anatomy	Anatomy, Histology and Embryology
6	Human Physiology and Biochemistry	Physiology and Biochemistry
7	Forensic Medicine & Toxicology	Forensic Medicine & Toxicology
8	Pathology & Microbiology	Pathology & Microbiology
9	Community Medicine and public health	Community Medicine and public health
10	Surgery	Surgery
11	Gynecology and Obstetrics	Gynecology and Obstetrics



12	Practice of Medicine	Practice of Medicine with Introduction to Modern Pharmacology
13	Research Methodology & Biostatistics	Research Methodology & Biostatistics
14	Fundamentals of Yoga	Yoga in context to Homoeopathic philosophy

(Detailed syllabus and curriculum will be notified separately in the form of booklet by Homoeopathy Education Board after approval of National Commission for Homoeopathy)

- (ii) The subjects to be taught in each Professional Year have been mentioned in the Tables 3 to 6. This does not reflect the subjects for which the student will be examined. Subject for which the student shall be examined are as per table number 11, 13, 15 and 17 in these regulations.
- (iii) The following subjects shall be taught as per the syllabus laid down by Homoeopathy education board and approved by the National Commission for Homoeopathy, namely: -

**Table-3**

**(Subjects to be taught in First Professional B.H.M.S.)**

Sl. No.	Subject Code	Subject
1	HomUG-HMM-I	Homoeopathic Materia medica
2	HomUG-OM-I	Organon of medicine with Homoeopathic philosophy
3	HomUG-R-I	Repertory and case taking
4	HomUG-HP	Homoeopathic Pharmacy
5	HomUG-AHE	Anatomy, Histology and Embryology
6	HomUG-PB	Physiology & Bio-chemistry
7	HomUG-FPH	Fundamentals of Psychology in relation to Homoeopathy
8	HomUG-Yoga	Fundamentals of Yoga
9	Electives (Minimum two)	

- (iv) The Second Professional session shall ordinarily start after completion of First Professional examination and the following subjects shall be taught as per the syllabus laid down by the Homoeopathy education board and approved by National Commission for Homoeopathy, namely:-



**Table-4**  
(Subjects to be taught in Second Professional B.H.M.S.)

Sl. No.	Subject Code	Subject
1.	HomUG-HMM-II	Homoeopathic Materia Medica
2.	HomUG-OM-II	Organon of Medicine with Homoeopathic Philosophy
3.	HomUG-R-II	Repertory and case taking
4.	HomUG-FMT	Forensic Medicine and Toxicology
5.	HomUG-Path M	Pathology and Microbiology
6.	HomUG-CM	Community Medicine
7.	HomUG-Sur-I	Surgery
8.	HomUG-ObGy-I	Gynecology & Obstetrics
9.	Hom-UG PM-1	Practice of Medicine
10.	Electives (Minimum Two)	

- (v) The Third Professional session shall ordinarily start after completion of Second Professional examination and following subjects shall be taught as per the syllabus laid down by Homoeopathy education board and approved by the National Commission for Homoeopathy, namely: -

**Table-5**  
(Subjects to be taught in Third Professional B.H.M.S.)

Sl. No.	Subject Code	Subject
1	HomUG-HMM-III	Homoeopathic Materia Medica
2	HomUG-OM-III	Organon of Medicine with Homoeopathic Philosophy
3	HomUG-R-III	Repertory and case taking
4	HomUG-PM-II	Practice of Medicine
5	HomUG-Mod.Pharm	Principles of Modern Pharmacology vis-à-vis Homoeopathic Materia Medica
6	HomUG-Sur-II	Surgery
7	HomUG-ObGy-II	Gynecology & Obstetrics
8	Electives (Minimum Two)	

- (vi) The Fourth Professional session shall ordinarily start after completion of Third Professional examination and following subjects shall be taught as per the syllabus laid down by Homoeopathy education board and approved by the National Commission for Homoeopathy from, namely: -



**Table-6**  
(Subjects to be taught in Fourth Professional B.H.M.S.)

Sl. No.	Subject Code	Subject
1	HomUG-HMM-IV	Homoeopathic Materia Medica
2	HomUG-OM-IV	Organon of Medicine with Homoeopathic Philosophy
3	HomUG-R-IV	Repertory and case taking
4	HomUG-PM-III	Practice of Medicine
5	HomUG-RM-Stat	Research Methodology and Biostatistics
6	HomUG-Yoga.II	Therapeutic yoga and life style management

(vii) **Academic calendar:** University, Institution and College shall prepare Academic Calendar of that particular batch in accordance with the template of tentative Academic Calendar provided in these regulations in **Annexure-ii** and the same shall be circulated to students and hosted in respective websites and followed accordingly

(viii) **Electives-** Commission has decided to introduce electives to be implemented at the BHMS course from academic year 2023-24. Electives have been a feature in medical education in many parts of the world. It constitutes an optional course of study devised to enrich the educational experience of the student.

- The elective program will start in second term of the 1st BHMS and extend through the II and III years.
- A list of elective topics will be provided as a guideline for the BHMS course student.
- Each student will be required to choose two electives each in first, second and third BHMS and complete six electives till the end of third BHMS.
- The student will make a choice and communicate the topic selected to the coordinator of respective year.
- Electives are not part of classroom work. The institute will not be required to organize any formal course or teaching program for the student to do the elective. However, institute will assign students to teacher (HOD/Guide/Mentor) of that particular year who would be responsible for encouraging and guiding student to complete the chosen electives
- Electives will be submitted one month prior to the final examination of respective year.
- The institute will ensure that electives are freshly undertaken every year and are not copy- pasted from year to year



- h) All electives will be graded and grades will be part of final mark sheet of that year
- i) No student will be promoted unless the electives have been submitted.
- (ix) **Clinical training.** - Clinical training of the student shall start from the First Professional session onwards and subject related clinical training shall be provided in the attached hospital by the concerned faculty and department in non-lecture hours as per the requirement of the subject as mentioned below-
  - a) During first professional session, clinical training shall be provided in outpatient Department (OPD), inpatient Department (IPD), community and peripheral clinics. Clinical exposure may also be arranged through appropriate audio-visual media or simulated patients as per the decision of the College. Students shall be posted to Hospital pharmacy to get familiar with prescription patterns, medicine names, dosage, dispensing of medicines etc.
  - b) During second, third and fourth professional session, clinical training shall be provided through the specialty outpatient Department (OPD) and inpatient Department (IPD), peripheral OPD and community postings where in teachers of the above departments are consultants. Students shall be involved in screening OPD, case taking & analysis, clinical examination, repertorization & investigations (including Radiology, Hematology & Pathology Laboratory) and prescription writing.
  - c) Training/ orientation on add on therapy: Training for yoga, physiotherapy & diet and nutrition shall be provided to the students by the concerned consultant.
    - (i) Clinical training for the Second Professional session shall be as per sub- clause (d) of regulation 9 and clinical attendance shall be maintained by the concerned faculty and department.
  - d) Clinical training for the Second Professional session shall be provided in accordance with the requirement of subjects as under-
    - (i) Department of Community Medicine will provide training through specialty clinics/village adoption/health programmes i.e. awareness camps, campaigns & public health programs and IPD for waste management, prophylaxis & health education programs. IPD nutritional assessment of cases under Dietitian of Hospital should be followed. Awareness about nutritional disorders and balanced diet to be included.
    - (ii) Clinical OPD, IPD and clinics functioning under School Health Programs.
  - e) Homoeopathic OPD, peripheral OPD and community OPD
  - f) Clinical training for the Third Professional session shall be as mentioned under sub-clause (d) of regulation 9 shall be on rotation basis as per the non-lecture/clinical batches and in accordance with the clinical/ non-lecture teaching hours stipulated for the following subjects, namely: -



- (i) Homoeopathic special and general OPD and IPD with compulsory repertorization through software
  - (ii) Practice of Medicine: OPD, IPD and specialty clinics like pediatrics, pulmonology, cardiology, nephrology, gastroenterology, Dermatology, Psychiatry, Oncology or any other, functioning under the department, in attached hospital/Superspeciality hospital with MoU.
  - (iii) Surgery: Eye, ENT, dental OPD and any other related specialty clinics ; Operation Theater Unit: Preparation room, post operative recovery room, Sterilization, wound care & infection control, bio-waste management and any specialty units in the attached hospital/Superspeciality hospital with MoU.
  - (iv) Gynecology and Obstetrics: OPD, IPD, Labour room, procedural room, and other related specialty clinics for reproductive, mother & child health, if any
- g) the clinical training for the Fourth Professional session shall be provided in accordance with the requirement of subjects, (OPD and IPD, Physiotherapy room) during the Fourth (Final) Professional session as mentioned under sub-clause (d) of regulation 9 shall be on rotation basis as per the non-lecture/clinical batches and in accordance with the clinical/ non-lecture teaching hours stipulated for the following subjects, namely: -
- (i) General and special Homoeopathic OPD and IPD
  - (ii) Emergency/casualty department in hospital
  - (iii) Skill lab in hospital
  - (iv) Practice of Medicine: OPD, IPD and specialty clinics (paediatrics, pulmonology, cardiology, nephrology, gastroenterology, Dermatology, Psychiatry, Oncology) functioning under the department if any, in attached hospital /Super speciality hospital with MoU.

**10) Methodology for supplementing modern advances, research and technology in Homoeopathy (SMART-Hom.):-**

- a) To accomplish the requirement under subsection (f) of section 2 of National Commission for Homoeopathy Act 2020, regarding supplementation of modern advances, scientific and technological developments in Homoeopathy System of Medicine, all the fourteen Departments as mentioned in table number 2 of regulation 9, shall be supplemented, enriched and updated with relevant and appropriate advances/developments in the area of diagnostic tools, conceptual advancements and emerging areas as under:-
- (i) Innovations or advances or new developments in Basic Sciences like biology, chemistry, physics, mathematics, microbiology, bioinformatics, molecular biology etc.;
  - (ii) Diagnostic Advancements;
  - (iii) Pharmaceutical Technology including quality and standardization of drugs, drug development etc.;



- (iv) Teaching, Training Methods and Technology;
  - (v) Research Methods, Parameters, Equipment and Scales etc,
  - (vi) Technological automation, Software, Artificial Intelligence, Digitalization, Documentation etc.;
  - (vii) Biomedical Advancements;
  - (viii) Medical equipment;
  - (ix) Any other innovations, advances, technologies and developments that are useful for understanding, validating, teaching, investigations, diagnosis, treatment, prognosis, documentation, standardization and conduction of research in Homoeopathy.
- b) There shall be multidisciplinary core committee constituted by the Commission for the purpose of supplementation of modern advances, scientific and technological developments in Homoeopathy, that identify the advances and developments that are suitable and appropriate to include in anyone or multiple departments.
- c) There shall be an expert committee for each department constituted by Homoeopathy Education Board, to define and suggest the method of adaptation and incorporation of the said advances and developments and also specify the inclusion of the same at under-graduate or post-graduate level. The expert committee shall develop detailed methodology for usage, standard operating procedure and interpretation as required.
- d) Any teaching staff, practitioner, researchers, students and innovators etc. may send their suggestions through a portal specified by National Commission for Homoeopathy regarding supplementation of modern advances, scientific and technological developments in Homoeopathy and such suggestions shall be placed by Homoeopathy education board before core committee for consideration.
- e) The modern advances shall be incorporated with due interpretation of the said advances based on the principles of Homoeopathy, supported by the studies and after five years of inclusion of such advances in syllabus, they shall be considered as part of Homoeopathy syllabus.
- f) Once core committee approves the recommendations of the expert committee, National Commission for Homoeopathy shall direct the Homoeopathy education board, to include the same in curriculum of under-graduate or post- graduate as specified by expert committee and the Commission shall issue guidelines or if required to conduct orientation of teachers for incorporation of the recommended modern advancement or scientific and technological development.
- g) **Composition of the Committees for SMART-Hom. -There shall be a Core Committee and an Expert Committee for each department and the composition of such committees shall be as under-**
- (i) **Composition of SMART-Hom. Core Committee (Homoeopathy):** The SMART-Hom. shall be an eleven-member committee comprising of, -
    - (a) President, Homoeopathy Education Board—Chairman;



- (b) four experts from Homoeopathy (one expert from Materia Medica, Organon of Medicine, repertory and practice of medicine)–members,
- (c) one expert (either retired or in service) each from CCRH, NIH, pharma industry, public health – member;
- (d) one Educational Technologist–member;
- (e) Member of Homoeopathy Education Board–Member Secretary.

Provided that the core committee can co-opt any expert as per the specific needs with due permission of the Chairperson, National Commission for Homoeopathy.

**h) Terms of Reference. –**

- (i) The term of the Committee shall be three years from the date of its constitution.
- (ii) The committee shall meet at least twice in a year.
- (iii) The committee shall identify any modern advances, scientific and technical developments as listed above that are relevant and applicable to Homoeopathy either to, -
  - a) Understand, validate, or for conduction of research activities in Homoeopathy;
  - b) Useful for diagnosis or prognostication of a specific clinical condition and treatment;
  - c) Useful for teaching and training;
  - d) Useful for health care services through Homoeopathy.
- (iv) The committee shall ensure the applicability of the identified modern advancement or scientific and technical development to basic principles of Homoeopathy with the help of the four expert members of Homoeopathy.
- (v) To identify and recommend suitable experts for the Expert Committee to develop methodology for identification of modern advance or development.
- (vi) To suggest the application of the advances or developments in terms of its usage in specific department or to incorporate in under- graduate or post-graduate syllabus etc. as the case may be.
- (vii) As the modern science and technology is ever changing, the core committee shall identify the outdated part of the modern science and technology and suggest to the National Commission for Homoeopathy to replace it with the appropriate modern advances.

**i) Composition of Expert Committee (Homoeopathy).-**

The Expert Committee shall be constituted by Homoeopathy Education Board comprising of five members as under-

- (i) Subject Expert as decided by Homoeopathy Education Board– Chairman;
- (ii) two experts from relevant Homoeopathy subjects (one from UG and One from PG) –members;
- (iii) one expert from relevant modern subject–member;
- (iv) one expert from teaching technology –member.



Provided that the Expert Committee can co-opt concerned expert in accordance to the selected area with the permission of President Homoeopathy Education Board.

j) Terms of Reference. –

- (i) The term of the committee shall be three years from the date of its constitution;
- (ii) The expert committee shall meet as many times as per the direction of the President Homoeopathy Education Board (HEB);
- (iii) The expert committee shall work on the suggestion from the core committee and decide how to incorporate it in the syllabus, its mode of teaching (i.e., lecture/non-lecture) and the assessment with the help of educational technologist, experts;
- (iv) The expert committee shall first understand the application of modern advances that are identified to incorporate and its relevance to the basic principles of Homoeopathy;
- (v) The expert committee shall also identify the need of advance technology in Homoeopathy particular to that vertical and identify the suitable technology and recommend its usage along with the standard operating procedure or methodology;
- (vi) The expert committee shall suggest core committee regarding the modern advances and technology to be included at under-graduate or post-graduate level.

11) EXAMINATION. -

a) GENERAL GUIDELINES FOR EXAMINATION, RESULT AND READMISSION

- (i) The Universities shall conduct the examination for the degree course in various states or the agencies empowered by an Act of Parliament.
- (ii) The examining body shall ensure that the minimum number of hours for lecture/demonstration/practical/seminar etc. in the subjects in each BHMS examination as specified in respective regulations are followed before allowing medical institutions to send the students for university examination.

The examining body shall ensure that the students of the medical institutions, who do not fulfill the criteria laid down in these regulations are not sent for the University Examination.

Each student shall be required to maintain minimum seventy-five percent attendance in each subject in theory (i.e., lecture hours) practical and clinical (i.e., non-lecture hours) separately for appearing in examination.

- (iii) Where the institute is maintaining physical register, it shall be recorded in cumulative numbering method as per Annexure-iii and at the end of the course/ term/ part of the course, after obtaining each student signature, the same is to be certified by respective Head of the Department and approved by Head of the Institute.
- (iv) The approved attendance shall be forwarded to the university.



- (v) Internal assessment examinations to be conducted by medical institutions during Ist, IInd, IIIrd and IVth BHMS professional years. The weightage of internal assessment shall be 20 per-cent of the total marks specified for each subject for main university examination.
- (vi) Internal assessment examination shall include 01 periodic assessment and 01 term test in each term of 6 months.
- (vii) It is compulsory for every student to pass with minimum 50% marks in the internal assessment examinations prior to filling the final university examination form of the respective professional year. Head of medical institution will send the marks of internal assessment and term test to the University prior to final examination of any professional year.
- (viii) There shall be no separate class for odd batch student (those students who could not keep the term) and the student has to attend the class along with regular batch or with junior batch as applicable.
- (ix) To become eligible for joining the Compulsory Rotatory Internship programme, all four professional examinations shall be passed and qualified in six electives and entire course of BHMS (including internship) should be completed within a period of maximum ten years.
- (x) The theory examination shall have twenty per cent. marks for Multiple Choice Questions (MCQ), forty per cent. marks for Short Answer Questions (SAQ) and forty per cent. marks for Long Explanatory Answer Questions (LAQ) and these questions shall cover the entire syllabus of the subject.
- (xi) Each theory examination shall be of two and half hour duration.
- (xii) The minimum marks required for passing the examination shall be fifty percent. in theory component and fifty percent in practical component (that include practical, clinical, viva-voice, internal assessment and electives wherever applicable) separately in each subject.
- (xiii) Evaluation of electives: Electives shall be assessed in terms of attendance and assessment by grading: -
  - a) Grading shall be only for two electives per professional session.
  - b) Grading shall be mentioned in the University mark sheet of student.
  - c) The examination branch of the institution shall compile the grade of electives obtained by students and submit to university through the head of institution so that the University shall add the same to final mark sheet of the student.
- (xiv) Grading of electives:
  - a) Electives will be assessed by the teacher who has guided to the student.
  - b) The following points would guide the assessor:
    - (i) Depth of problem definition – 15%
    - (ii) Extent of work undertaken – 20%



- (iii) Innovation - 15%
- (iv) Logical and integrated way of presentation - 20%
- (v) Quality of learning derived - 20%
- (vi) Adequacy of references undertaken - 10%
- c) The final grades would be as follows:
  - (i) "A" – Excellent (above 70%)
  - (ii) "B" – Good (above 60 %)
  - (iii) "C" – Average (around 50%)
  - (iv) "D" – below average (around 40%)
  - (v) "E" – Poor (below 40%)
- d) The student will need to get a minimum 'C' grade in all the electives in order to pass the BHMS course
- (xv) The Practical/oral examination shall be completed immediately after the theory examination.
- (xvi) The examining body shall hold examinations on such date and time as the examining body may determine. The theory and practical examination shall be held in the premises of the Homoeopathic Medical College concerned.
- (xvii) There shall be a regular examination and a supplementary examination in a year and the supplementary examination shall be conducted within six months of declaration of results (including issue of mark sheets).
- (xviii) A candidate obtaining sixty-five per cent. and above marks shall be awarded first class in the subject and seventy-five percent and above marks shall be awarded distinction in the subject.
- (xix) The award of class and distinction shall not be applicable for supplementary examinations.
- (xx) For non-appearance in an examination, a candidate shall not have any liberty for availing additional chance to appear in that examination.
- (xxi) If a student fails to appear in regular examination for cognitive reasons, he may appear in supplementary examination as regular student and his non-appearance in regular examination shall not be treated as an attempt.
- (xxii) Any diploma/degree qualification, at present included in II and III schedule of the Homoeopathy central council act where nomenclature is not in consonance with these regulations shall cease to be recognised medical qualification when granted after commencement of these regulations. However, this clause will not apply to the students who are already admitted to these courses before the enforcement of these regulations.
- (xxiii)
  - a) **APPOINTMENT OF EXAMINERS:**
    - (i) No person shall be appointed as an external or internal examiner or paper setter or moderator in any of the subjects the Professional examination leading to and including the final Professional examinations for the award of the BHMS degree unless he has taken at least five years previously,



- a M D (Hom ) degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Commission on teachers' eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.
- (ii) non-medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite PG qualifications and five-year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
  - (iii) External examiners shall not be from the same university and preferably be from outside the state.
  - (iv) The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
  - (v) A university having more than one college shall have separate sets of examiners for each college, with internal examiners from the concerned college.
  - (vi) External examiners shall rotate at an interval of 2 years.
  - (vii) There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
  - (viii) Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.
- b) University Examination:**
- (i) **First B.H.M.S Examination:**
    - a) The student shall be admitted to the First B.H.M.S examination provided that he/she has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of head of the medical institution.
    - b) The process of examination conduction and its results of First BHMS must be completed between 17th to the 18th Month from the date of admission.
    - c) In order to be declared as "Passed" in First BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessments examination.



**(ii) Second B.H.M.S Examination:**

- a) No candidate shall be admitted to the Second B H M S examination unless he/she has passed the First B H.M.S examination and has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of the Head of the Homoeopathic Medical College.
- b) The process of examination conduction and its results of Second BHMS must be completed between 29th to the 30th Month from the date of admission.
- c) In order to be declared "passed" in the Second BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessments examination.

**(iii) Third B.H.M.S Examination:**

- a) No candidate shall be admitted to the Third B.H.M.S examination unless he/she has passed the Second B.H.M.S examination and has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of the Head of the Homoeopathic Medical College.
- b) The process of examination conduction and its results of Third BHMS must be completed between 41st to the 42nd Month from the date of admission.
- c) In order to be declared as "passed" in the Third BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessments examination.

**(iv) Fourth Year Examination:**

- a) No candidate shall be admitted to the Fourth BHMS examination unless he/she has passed the Third BHMS examination and has required attendance as per clause (ii) of sub section (a) of regulation 11 and to the satisfaction of the Head of the Homoeopathic Medical College.
- b) The process of examination conduction and its results of Third BHMS must be completed between 53rd to the 54th Month from the date of admission.
- c) In order to be declared as "passed" in the Fourth BHMS examination, a candidate has to pass all the subjects of university examination including the internal assessments examination.

**c) Result**

- (i) The examining body shall ensure that the results of the examination are published within one month of the last date of examination so that students can complete the course in 5 ½ yrs. after admission.
- (ii) Candidates who have passed in one or more subjects need not to appear in that subject or those subjects again in the subsequent examinations if the



candidate passes the whole examination within four chances including the original examination

- (iii) Facility to keep term Notwithstanding with the foregoing regulations, the students shall be allowed the facility to keep term on the following conditions:
  - a) The candidate shall pass First B.H.M.S examination in all the subjects at least one term (six months) before he/she is allowed to appear in the Second B.H.M.S examination.
  - b) The candidate must pass the Second BHMS examination at least one term (6 months) before he/she is allowed to appear in the Third BHMS examination.
  - c) The candidate must pass the Third BHMS examination at least one term (6 months) before he/she is allowed to appear in the Fourth BHMS examination.
- (iv) The student who has not passed any of the four professional examinations even after exhausting all four attempts, shall not be allowed to continue his or her studies; provided that in case of serious personal illness of student and in any unavoidable circumstances, the vice chancellor of concerned university may provide two more chances in any one of four professional examinations.
- (v) The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the National commission for Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- (vi) The University or examining authority shall have the discretion to award grace marks at the maximum up to ten marks in total if a student fails in one or more subjects.

**12) ASSESSMENT.** -Assessment of students shall be in the form of Formative and Summative Assessments as under-

- a) **Formative Assessment.**- Students shall be assessed periodically to assess their performance in the class, to determine the understanding of B.H.M.S. course material and their learning outcome in the following manner:-
  - (i) Periodical Assessment shall be carried out in theory and at the end of teaching of a topic or module or a particular portion of syllabus. The following evaluation method may be adopted as appropriate to the content.



**Table -7**  
**Evaluation Method for Periodical Assessment**

Sl. No.	Evaluation criteria
1.	<b>Practical/Clinical Performance</b>
2.	<b>Viva Voce, MCQs, MEQ(Modified Essay Questions/Structured Questions)</b>
3.	<b>Open Book Test (Problem Based)</b>
4.	<b>Summary Writing (Research Papers/Synopsis)</b>
5.	<b>Class Presentations; Work Book Maintenance</b>
6.	<b>Problem Based Assignment</b>
7.	<b>Objective Structured Clinical Examination (OSCE), Objective Structured Practical Examination (OPSE), Mini Clinical Evaluation Exercise (Mini-CEX), Direct Observation of Procedures (DOP), Case Based Discussion(CBD)</b>
8.	<b>Extra-curricular Activities, (Social Work, Public Awareness, Surveillance/ Prophylaxis Activities, Sports or Other Activities which may be decided by the Department).\</b>
9.	<b>Small Project</b>

(ii)

- a) **I BHMS:** There shall be minimum three periodical assessments for each subject (ordinarily at 4th , 9th, and 14th month) and two term (ordinarily at 6th and 11th month ) and pre university examination ( ordinarily at 16th month ) before final University examinations.
- b) **II BHMS, III BHMS & IV BHMS:** There shall be minimum two periodical assessment at 4th and 9th month and one term exam at 6th month and pre university examination at 10th month conducted by the College before final university examination.
- c) the example for first BHMS scheme and calculation of assessment shall be as per the following tables, namely



Table - 8 PERIODIC AND TERMINAL TEST INTERNAL ASSESSMENT TABLE

[illegible]







Table-9

[Scheme of Assessment (Formative and Summative)]

Sl.No.	Professional Course	Duration of Professional Course			
		First Term	Second Term	Third Term and University exam	
1	First Professional B.H.M.S.	First PA and First TT-1	Second PA and Second TT-2	Third PA and PE	First Professional B.H.M.S. Exam
		First Term	Second Term and University exam		
2	Second Professional B.H.M.S.	First PA and First TT-1	Second PA and PE		Second Professional B.H.M.S exam
3	Third Professional B.H.M.S.	First PA and First TT	Second PA and PE		Third Professional B.H.M.S exam
4	Fourth (Final) Professional B.H.M.S.	First PA and First TT	Second PA and PE		Fourth (Final) Professional exam

PA: Periodical Assessment; TT: Term Test; PE: pre university exam

UE: University Examinations

## b) Summative Assessment. –

- Final University examinations conducted at the end of each professional B.H.M.S. shall be the Summative Assessment.
- There shall be double valuation system and shall be no provision for revaluation.
- There shall be two examiners (one internal and one external) University practical/clinical/viva voce examinations. It shall increase to 4 (2 internal and two external) for 200 marks
- While declaring the results of Summative Assessment, Internal Assessment component shall be considered as per the distribution of marks pattern provided in Tables 11,13,15 and 17.

## 13) The Profession wise Subjects, Number of Papers, Teaching Hours and Marks Distribution shall be as per the following tables, namely: -

Table -10 First Year B.H.M.S (3 terms)			
No. of Hours per Day: 7. Working Days: 324; divide in three terms Teaching hours : 2268; Foundation Course=15 Working days (90 hours) Remaining Hours : 2178			
Subject	Number of teaching hours		
	Lectures	Non- Lectures	Total
Hom UG-OM-I	150	143	293
Hom UG-AHE	325	325	650
Hom UG-PB	325	325	650
Hom UG-HP	100	120	220



Hom UG-HMM-I	120	75	195
Hom U G-Rep-I	20	-	20
Hom U G-FPH	30	20	50
Hom U G-Yoga	50	50	100
<b>Total</b>	<b>1120</b>	<b>1058</b>	<b>2178</b>

Table-11 (Number of Papers and Marks Distribution for First Professional B.H.M.S. Subjects)											
Sl No	Subject Code	Pape rs	Theory	IA	Practical or Clinical Assessment						Grand Total
					Practical/ Clinical	Viva	IA	Electives grade obtained		Marks obtained	
1	HomUG-OM-I	1	40	10	20	20	10				100
2	HomUG-AHE	2	160	40	80	80	40				400
3	HomUG-PB	2	160	40	80	80	40				400
4	HomUG-HP	1	80	20	40	40	20				200
5	HomUG-HMM-I	1	40	10	20	20	10				100
6	HomU G-FPH	1	40	10	30	10	10				100
7	HomU G-Yoga	1	40	10	30	10	20				100
Grand Total											1400

<b>Table-12 Second Professional B.H.M.S. Working days=216, Teaching hours=1512</b>				
Sl. No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	HomUG-HMM-II	150	30	180
2	HomUG-OM-II	150	30	180
3	HomUG Rep-II	20	30	50
4	HomUG-FMT	120	50	170
5	HomUG-Path-Micr	200	80	280
6	HomUG-CM	135	100	235



7	HomUG-PM-I	80	92	172
8	Hom UG Surgery I	54	45	99
9	Hom UG Gynecology I	80	66	146
		989	523	1512

Table-13 (Number of Papers and Marks Distribution for Second Professional B.H.M.S. Subjects)										
Sl. No.	Subject Code	Papers	Theory	Practical or Clinical	Practical or Clinical Assessment				Sub Total (marks obtained)	Grand Total
					Viva	Elective	IA			
							Theory	Practical		
1.	HomUG-HMM-II	1	80	40	40		20	20		200
2.	HomUG-OM-II	1	80	40	40		20	20		200
3.	HomUG-FMT-I	1	80	40	40		20	20		200
4	HomUG-Path Micr	2	160	40	40		40	20		300
5.	HomUG-CM	1	80	40	40		20	20		200
Grand Total										1200

Table-14 Third Professional B.H.M.S. Working days=216, Teaching hours=1512				
Sl. No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	HomUG- -HMM-III	150	80	230
2	HomUG-OM-III	150	80	230
3	HomUG-R-III	100	80	180
4	HomUG-PM-II	150	150	300
5	Hom UG Surgery II	150	120	270



6	Hom UG Gynec II	150	107	257
7	Hom UG-Mod. Phar-I	45	-	45
	<b>Grand Total</b>	<b>895</b>	<b>617</b>	<b>1512</b>

Table-15 (Number of Papers and Marks Distribution for Third Professional B.H.M.S. Subjects)										
Sl. No.	Subject Code	Papers	Theory	Practical or Clinical Assessment					Sub Total	Grand Total
				Practical or Clinical	Viva	Electives	IA			
							Theory	practical		
1	HomUG-HMM-III	1	80	40	40		20	20		200
2	HomUG-OM-III	1	80	40	40		20	20		200
3	Hom-UG-R-III	1	80	40	40		20	20		200
4	Hom-UG SurgeryII	2	160	80	80		40	40		400
5	Hom-UG GynII	2	160	80	80		40	40		400
6	HomUG-Mod Phar	1	40	-	40		20	--		100
Grand Total										1500

Table-16 Fourth Professional B.H.M.S.				
Working days=216, Teaching hours=1512				
Sl. No.	Subject Code	Number of teaching hours		
		Lectures	Non-Lectures	Total
1	HomUG-HMM-IV	202	100	302
2	HomUG-ORG-IV	150	100	250
3	HomUG-REP-IV	50	150	200
4	HomUG-PM III	300	350	650
5	HomUG-RM-Stat.	35	25	60
6	HomUG-Yoga-II	25	25	50
	<b>Total</b>	<b>737</b>	<b>775</b>	
	<b>Grand Total</b>			<b>1512</b>



Table-17 (Number of Papers and Marks Distribution for Fourth Professional B.H.M.S. Subjects)

Sl. No.	Subject Code	Papers	Theory	Practical or Clinical	Practical or Clinical Assessment			Grand Total
					Viva	IA		Sub Total (marks obtained)
						Theory	Practical	
1	HomUG-HMM-IV	2	160	80	80	20	20	400
2	HomUG-ORGIV	1	80	40	40	20	20	200
3	HomUG-REP IV	1	80	40	40	20	20	200
4	HomUG-PM-III	3	240	80	80	60	40	500
5	HomUG-RM-Stat.	1	40	20	20	10	10	100
6	HomUG-Yoga-II	1	40	20	20	10	10	100
Grand Total								1500

**14) MIGRATION OF STUDENT DURING THE STUDY: -**

- The student may be allowed to take the migration to continue their study to another college after passing the First professional examination, but failed student's transfer and mid-term migration shall not be allowed.
- For migration, the students shall have to obtain the mutual consent of both colleges and Universities and it shall be against the vacant seat.

**15) COMPULSORY ROTATORY INTERNSHIP TRAINING:**

- Objectives of the Internship Programme
  - To expose intern to Clinical and Homoeopathic training to become a competent Homoeopathic Physician capable of functioning independently and effectively under Rural and Urban set ups;
  - To develop and sharpen sensitivity and sensibility to receive patient;
  - To develop clinical diagnostic skills, documentation, communication skills and professional ethical attitudes;
  - To develop and foster clinical judgment and decision-making skills;
  - Learn to integrate various knowledge and apply to manage different clinical conditions;
  - Know the functioning of the health care system in the community;
  - Get acquainted with the National Health Programmes



- b)
- (i) Each candidate shall be required to undergo compulsory rotatory internship including internship orientation and finishing programme within one year from passing of fourth B.H.M.S. examination.
  - (ii) Ordinarily the internship programme shall commence on first working day of April for regular batch students and first working day of September for supplementary batch students.
  - (iii) The student shall be eligible to join the compulsory internship programme after passing all the subjects from First to Fourth (Final) Professional examination including six electives and after getting Provisional Degree Certificate from respective Universities and Provisional Registration Certificates from respective State Board or Council for Compulsory Rotatory Internship.
- c) **Stipend:** During internship, to the interns belonging to Central Government, State Government and Union territory institution and all the private homoeopathy medical colleges/institution, the stipend shall be paid at par with other medical systems under respective Government and there shall not be any discrepancy between medical systems.
- d) **Migration during Internship:-**
- (i) Migration of internship shall be with the consent of both the Colleges and University; in the case where migration is between the colleges of two different Universities.
  - (ii) If migration is only between colleges of the same university, the consent of both the colleges shall be required.
  - (iii) Migration shall be accepted by the university on the production of the character certificate issued by the institute or college and the application forwarded by the college and university with a 'No Objection Certificate' as the case maybe.
- e) **Orientation Programme:** The objective of the orientation programme is to introduce the activities to be undertaken during the internship
- (i) The interns shall mandatorily attend an orientation programme regarding internship and it shall be the responsibility of the teaching institution to conduct the orientation before the commencement of the internship.
  - (ii) The orientation shall be conducted with an intention to make the intern to acquire the requisite knowledge about
    - a) Rules and Regulations of the Medical Practice and Profession,
    - b) Medical Ethics,
    - c) Medico Legal Aspects,
    - d) Medical Records,
    - e) Medical Insurance,
    - f) Medical Certification,
    - g) Communication Skills,
    - h) Conduct and Etiquette,



- i) National and State Health Care Programme
- j) Project work
- (iii) The orientation workshop shall be organized at the beginning of internship and an e-log book shall be maintained by each intern, in which the intern shall enter date-wise details of activities under taken by him during orientation.
- (iv) The period of orientation shall be for 7 days.
- (v) The manual for conducting the orientation as prescribed from time to time by the National Commission for Homoeopathy shall be followed.
- f) **Finishing Programme:**
  - (i) There will be a finishing programme for 3 days at the end of the internship
  - (ii) **Programme Description:** This programme is designed for the interns and will consist of ten sessions spread over a period of three days. The program may include both online and offline modes of training. It is aimed to enlighten the interns on various career opportunities available after successful completion of the program and how to equip themselves to meet the requirements and fulfill their dreams.
  - (iii) **Programme Outcomes:** After successful completion of this training the student will be able to
    - a) List the various career opportunities available after successful completion of the degree program.
    - b) Identify their Strengths and Weakness
    - c) Choose a career of their choice
    - d) Enumerate the requirements to be met to become a successful professional
    - e) Demonstrate positive outlook and attitude towards the profession
    - f) Exhibit better skills in communication, problem solving, writing, team building, time management, decision making etc.
    - g) Demonstrate ethical and professional values and be a compassionate and caring citizen / professional.
  - (iv) **Training Components:**
    - a) Job opportunities after successful completion of the program
    - b) Study opportunities in India and abroad after successful completion of the program
    - c) Entrepreneurship opportunities after successful completion of the program
    - d) Research opportunities after successful completion of the program
    - e) Public Service opportunities after successful completion of the program
    - f) Training and awareness about Competitive exams
    - g) Self analysis to choose the right option
    - h) Building Interpersonal & Soft Skills including Interview skills, Leadership skills, Resume writing skills, problem solving and decision making skills
    - i) Certificate writing and prescription writing and medico-legal issues relevant to the profession



- j) Loan assistance and other scholarship facilities available for establishment and study
- k) Ethical / Professional and Social responsibilities after successful completion of internship

**g) Activities during Internship.-These will be two fold**

- (i) **Clinical work** in the OPD/ College hospital/ MoU hospital/ Primary Health Centre or Community Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy.

The daily working hours of intern shall be not less than eight hours; the intern shall maintain a log book containing all the activities under taken by him/her during internship.

Clinical work during internship can be done as per options provided below:

**A) Option I-**Divided into clinical training of nine months in the Homoeopathy hospital attached to the college and three months in Primary Health Centre or Community Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy.

- (i) The interns shall be posted in any of the following centers where National Health Program are being implemented and these postings shall be to get oriented and acquaint the knowledge of implementation of National Health Programme in regard to,-
  - a) Primary Health Centre;
  - b) Community Health Centre or Civil Hospital or District Hospital;
  - c) Any recognized or approved Homeopathy Hospital or Dispensary;
  - d) In a clinical unit/Hospital of Central Council for Research in Homoeopathy;
- (ii) All the above institutes mentioned in clauses (a) to (d) shall have to be recognized by the concerned University or Government designated authority for providing such training.
- (iii) During the three months internship training in Primary Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or Community Health Centre or District Hospital or any recognized or approved hospital of Modern Medicine or Homoeopathy Hospital or Dispensary, the interns shall
  - a) get acquainted with routine of the Primary Health Centre and maintenance of their records;



- b) get acquainted with the diseases more prevalent in rural and remote areas and their management.
  - c) involve in teaching of health care methods to rural population and also various immunization programme;
  - d) get acquainted with the routine working of the medical or non- medical staff of Primary Health Centre and be always in contact with the staff in this period;
  - e) develop research aptitude;
  - f) get familiarized with the work of maintaining the relevant register like daily patient register, family planning register, surgical register, etc. and take active participation in different Government health schemes or programme;
  - g) participate actively in different National Health Programme implemented by the State Government.
- (iv) The record of attendance during three months in (PHC/CHC/Dispensary/ clinical unit/Hospital of Central Council for Research in Homoeopathy) must be maintained by the student according to their posting and should be certified by the medical officer where student undergone the training and shall be submitted and counter certified to Principal of college on monthly basis.
- B) Option II - All twelve months in Homoeopathy hospital attached to the college.
- (i) The record of attendance during twelve months in hospital attached to college must be maintained by the student according to their posting and should be certified by the medical officer where student undergone the training and shall be submitted and counter certified by dean/ Principal of college on monthly basis.

**C) Division of Clinical work during posting in Option I & option II is as below:**

Table-18 (Distribution of Internship)			
Sl. No.	Departments	Option I	Option II
1.	Practice of Medicine OPD including Psychiatry and Yoga, Dermatology, and related specialties and respective IPD	2 months	3 months
2.	Surgery OPD including OT, related specialties and Ophthalmology, ENT respective IPD	1.5 months	2 months
3.	Gynecology & Obstetrics OPD, related specialties including OT, and respective IPD	1.5 months	2 months
4.	Pediatric OPD related specialties including NICU, and respective IPD	1 month	2 months
5.	Community Medicine OPD related specialties including Rural/Public Health /MCH respective IPD	2 months	2 months
6.	Casualty	1 month	1 month



7.	Primary Health Centre or Community Health Centre or Research unit of Central Council for Research in Homoeopathy or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of Modern Medicine or Homoeopathy Medicine or NABH (National Accreditation Board for Hospitals) accredited private hospital of Homoeopathy	3 months	
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➤ **The intern shall undertake the following activities in respective department in the hospital attached to the College, namely: -**

**1) Practice of Medicine. -**

The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely: -

- a) all routine works such as case taking, investigations, diagnosis and management of diseases with Homoeopathic medicine;
- b) routine clinical pathological work such as hemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, interpretation of laboratory data and clinical findings and arriving at a diagnosis and all pathological and radiological investigations useful for monitoring the deterioration of different disease conditions;
- c) Training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicine schedule.

**2) Surgery.-** The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-

- a) Clinical examination, Diagnosis and Management of common surgical disorders according to Homoeopathic principles using homoeopathic medicines;
- b) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
- c) Intern shall be involved in Pre-operative and Post-operative managements;
- d) Surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
- e) Examinations of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and
- f) Practical training of a septic and antiseptic techniques, sterilization;
- g) Practical use of local anaesthetic techniques and use of anaesthetic drugs;
- h) Radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
- i) Surgical procedures and routine ward techniques such as-
  - (i) suturing of fresh injuries;
  - (ii) dressing of wounds, burns, ulcers and similar ailments;
  - (iii) incision and drainage of abscesses;
  - (iv) excision of cysts and;
  - (v) venesection;



- 3) **Gynaecology & Obstetrics.** –The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely -
    - a) Antenatal and post-natal problems and their remedies, antenatal and post-natal care,
    - b) Management of normal and abnormal labors; and
    - c) Minor and major obstetric surgical procedures.
    - d) all routine works such as case taking, investigations, diagnosis and management of common Gynaecological conditions with Homoeopathic medicine;
    - e) Screening of common carcinomatous conditions in women.
  - 4) **Paediatrics:** The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
    - a) Care of new-born along with immunization programme;
    - b) Important paediatric problems and their Homoeopathic management;
  - 5) **Community Medicine.-** The intern shall be practically trained to acquaint with and to make him competent to deal with following, namely:-
    - a) Programme of prevention and control of locally prevalent endemic diseases including nutritional disorders, immunization, management of infectious diseases, etc.;
    - b) Family welfare planning programme;
    - c) All National Health Programmes of Central Government at all levels
    - d) Homoeopathic prophylaxis and management in cases of epidemic/ endemic/ pandemic diseases.
  - 6) **Emergency or Casualty Management.-**The intern shall be practically trained to acquaint with and to make him competent to deal with all emergency conditions and participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals.
- (ii) **Project work-**
- a) Each intern will undertake a Project utilizing the knowledge of Research Methodology and Biostatistics acquired in the IV BHMS.
  - b) It would be the responsibility of the intern to choose the topic of the subject (clinical/community/education) within the first month of the internship and will communicate to the Intern programme coordinator
  - c) The Project will run through 3 phases of Planning (3 months), Data collection (3 months) and Finalization and writing (3 months)
  - d) The writing will be as per the format taught in the course on Research Methodology and will be minimal 1500 words. It will be typewritten and submitted in a spiral binding as well as in the electronic format
  - e) The Project will end with a brief presentation to the IV BHMS students
  - f) The Principal will assign a teacher to evaluate the project which will be with respect to the following
    - (i) Originality of the idea
    - (ii) Scientific methodology followed in formulating the idea and the design
    - (iii) Analysis



(iv) Results and conclusion

(v) Merits of writing

(vi) The grades will range from A (70% and above), B (60 - 70%), C (50- 60%) and D (below 50%)

A Certificate will be awarded to the Intern stating the Title of the Project and grade received.

**h) Electronic Logbook. –**

- (i) It shall be compulsory for an intern to maintain the record of procedures done/assisted/observed by him on day-to-day basis in a specified e-logbook and the intern shall maintain a record of work, which is to be verified and certified by the Medical Officer or Head of the Unit or Department under whom he works.
- (ii) Failure to produce e-logbook, complete in all respects duly certified by the concerned authority to the Dean / Principal / Director at the end of Internship Training Programme, may result in cancellation of his performance in any or all disciplines of Internship Training Programme.
- (iii) The institution shall retain soft copy of the completed and certified -log book and is to be made available for the verification.

**i) Evaluation of Internship. -**

- (i) The evaluation system shall assess the skills of a candidate while performing the minimum number of procedures as enlisted with an objective that successful learning of these procedures will enable the candidates to conduct the same in his actual practice.
- (ii) The evaluation shall be carried out by respective Head of Department at the end of each posting and the reports shall be submitted to Head of the institute in Form-1 under **Annexure-iv**
- (iii) On completion of one year of compulsory rotatory internship including submission of project, the Head of the Institute evaluate all the assessment reports in the prescribed Form-1 under **Annexure-iv**, provided by various Head of the Department at the end of respective posting and if found satisfactory, the intern shall be issued Internship Completion Certificate in Form-2 under **Annexure-v** within seven working days.
- (iv) If a candidate's performance is declared as unsatisfactory upon obtaining below fifteen marks as per Form-2 under **Annexure-v** or less than fifty per cent. of marks, in an assessment in any of the Departments, he shall be required to repeat the posting in the respective department for a period of thirty per-cent of the total number of days, laid down for that department in Internship Training and posting.
- (v) Candidate shall have the right to register his grievance in any aspects of conduct of evaluation and award of marks, separately to the concerned Head of the Department and Head of the Institution, within three days from the date of completion of his evaluation, and on receipt of such grievance, the Head of the Institution in consultation with the Head of the concerned Department shall redress and dispose of the grievance in an amicable manner within seven working days.



**j) Leave for interns. -**

- (i) During compulsory rotatory internship of one year, 12 days of leaves are permitted
- (ii) Any kind of absence beyond 12 days shall be extended accordingly
- (iii) Intern cannot take more than three days including prefix or suffix of any kind of holidays leave at a time.

**k) Completion of internship:** If there is any delay in the commencement of internship or abnormal break during internship due to unavoidable conditions, in such cases, internship period shall be completed within maximum period of 24 months from the date of passing the qualifying examination of Forth (Final) Professional B.H.M.S.

- (i) Provided that in such cases, the student shall take prior permission from the Head of the institution in writing with all supporting documents thereof;
- (ii) It shall be the responsibility of the head of the institution/college to scrutinized the documents, and assess the genuine nature of the request before issuing permission letter;
- (iii) While re-joining internship, the student shall submit the request letter along with supporting documents, and all necessary documents supporting his application.

**16) TUITION FEE.**-Tuition fee as laid down and fixed by respective governing or fee fixation committees as applicable shall be charged for four and half years only and no tuition fee shall be charged for extended duration of study in case of failing in examinations or by any other reasons and there shall not be any fee for internship doing in the same institute.



**Appendix (A)**  
**(See Regulation 6 (4))**

SCHEDULE relating to “SPECIFIED DISABILITY” referred to in clause (zc) of section 2 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), provides as under:-

**1) Physical disability-**

**a) Loco motor disability** (a person’s inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including-

**(i) “Leprosy cured person”** means a person who has been cured of leprosy but is suffering from-

- a)** Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity,
- b)** Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity,
- c)** Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression “leprosy cured” shall construed accordingly,

**(ii) “Cerebral palsy”** means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.

**(iii) “Dwarfism”** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less,

**(iv) “Muscular dystrophy”** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for health muscular. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue,

**(v) “acid attack victims”** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.



**b) Visual impairment-**

(i) "blindness" means a condition where a person has any of the following conditions, after best correction-

- a) Total absence of sight, or
- b) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction, or
- c) Limitation of the field of vision subtending an angle of less than 10 degree.

(ii) "Low-vision" means a condition where a person has any of the following conditions, namely:-

- a) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
- b) Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**c) Hearing impairment-**

(i) "Deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(ii) "Hard of hearing" means person having 60 DB hearing loss in speech frequencies in both ear,

d) "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

e) Intellectual disability a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in a dative behaviour which covers a range of every day, social and practical skills, including-

(i) "Specific learning disabilities" means a heterogeneous group of condition conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematic calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

(ii) "Autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's



ability to communicate, understand relationships and relate to others and is frequently associated with unusual or stereotypical rituals or behaviours

- 2) **Mental behaviour-** “means illness” means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviours, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person,

3) **Disability caused due to-**

a) Chronic neurological conditions, such as-

- (i) “Multiple sclerosis” means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelisation and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other.
- (ii) “Parkinson’s disease” means a progressive disease of the nervous system marked by tremor, muscular rigidity and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

b) Blood disorder-

- (i) “Haemophilia” means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding,
- (ii) “Thalassemia” means a group of inherited disorders characterized by reduced or absent amounts of haemoglobin.
- (iii) “Sickle cell disease” means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage, “Haemolytic” refers to the destruction of cell membrane of red blood cells resulting in the release of haemoglobin,

- 4) **Multiple Disabilities** (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.
- 5) Any other category as may be notified by the Central Government from time to time.



**Appendix B**  
(See regulation 6 (4))

**Guidelines regarding admission of students, with “Specified Disabilities” under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), in B.H.M.S.**

- 1) The “Certificate of Disability” shall be issued in accordance with the Rights of Persons with Disabilities Rules, 2017, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide number G.S.R. 591 (E), dated the 15th June, 2017.
- 2) The extent of “specified disability” in a person shall be assessed in accordance with the “guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 (49 of 2016)”, published in the Gazette of India, Extraordinary, Part II, section 3, Sub-section (ii), vide number S.O. 76 (E), dated the 4th January, 2018.
- 3) The minimum degree of disability should be 40% (Benchmark Disability) in order to be eligible for availing reservation for persons with specified disability.
- 4) The term ‘Persons with Disabilities’ (PwD) is to be used instead of the term ‘Physically Handicapped’ (PH)

**TABLE**

Sl. No.	Disability Category	Type of Disabilities	Specified Disability	Disability Range		
				(5)		
(1)	(2)	(3)	(4)	Eligible for B.H.M.S. Programme. Not Eligible for	Eligible for B.H.M.S. Programme, Eligible for PwD Quota	Not Eligible for Programme,

				PwD Quota		
1.	Physical Disability	(A) Locomotor Disability, including Specified Disabilities (a to f).	(a) Leprosy cured person* (b) Cerebral Palsy** (c) Dwarfism (d) Muscular Dystrophy (e) Acid attack victims (f) Other* ** such as Amputation, Poliomyelitis, etc.	Less than 40% disability	40-80% disability Persons with more than 80% disability may also be allowed on case to case basis and their function a incompetency will the aid of assistive devices, if it is being used, to see if its is brought below 80% and whether they possess sufficient motor ability as required to pursue and complete the programme satisfactorily.	More than 80%



			<p>* Attention should be paid to loss of sensations in fingers and hands amputation, as well as involvement of eyes and corresponding recommendations be looked at</p> <p>** Attention should be paid to impairment of vision, hearing, cognitive function etc. and corresponding recommendations be looked at.</p> <p>*** Both hands intact, with intact sensations, sufficient strength and range of motion are essential to be considered eligible for B.H.M.S. programme.</p>		
		(B) Visual Impairment (*)	(a) Blindness	Less than 40% disability (i.e. Category '0 (10%)' I (20%)' & II (30%)	Equal to or More than 40% Disability (i.e. Category III and above)
			(b) Low vision		
		(C) Hearing Impairment:@	(a) Deaf	Less than 40% Disability	Equal to or more than 40% Disability
			(b) Hard of hearing		
			<p>(*) Persons with Visual impairment/ visual disability of more than 40% may be made eligible to pursue Graduate B.A.M.S. Education and may be given reservation, subject to the condition that the visual disability is brought to a level of less than the benchmark of 40% with advanced low vision aids such as telescopes / magnifier etc</p> <p>@ Persons with hearing disability of more than 40% may be made eligible to pursue Graduate B.A.M.S. Education and may be given reservation, subject to the condition that the hearing disability is brought to a level of less than the benchmark of 40% with the aid of assistive devices.</p> <p>In addition to this, the individual should have a speech discrimination score of more than 60%.</p>		
		(D) Speech & language	Organic/neurological causes	Less than 40%	Equal to or more than

		disability	Disability	40% Disability
		<p>It is proposed that for admission to B.H.M.S. programme the Speech Intelligibility Affected (SIA) score shall not exceed 3 (Which will correspond to less than 40%) to be eligible to pursue the B.H.M.S. programme. The individuals beyond this score will not be eligible for admission to the B.H.M.S. programme</p> <p>Persons with an Aphasia Quotient (AQ) upto 40% may be eligible to pursue B.H.M.S. programme but beyond that they will neither be eligible to pursue the B.H.M.S. programme nor will they have any reservation.</p>		



2	Intellectual disability		(a) Specific learning disabilities (Perceptual disabilities, Dyslexia, Dyscalculia, Dyspraxia & Developmental aphasia)#	# currently there is no Quantification scale available to assess the severity of SpLD, therefore the cut-off of 40% is arbitrary and more evidence is needed		
				Less than 40% Disability	Equal to or more than 40% disability: But selection will be based on the learning competency evaluated with the help of the remediation/assisted technology/aids/ infrastructural changes by the Expert Panel.	
			(b) Autism spectrum disorders	Absence or Mild Disability: Asperger syndrome (disability of 40-60% as per ISAA) where the individual is deemed fit for B.H.M.S. programme by an expert panel	Currently not recommended due to lack of objective method to establish presence and extent of mental illness. However, the benefit of reservation/quota may be considered in future after developing better methods of disability assessment.	Equal to or more than 60% disability or presence of cognitive/ intellectual disability and or if the person is deemed unfit for pursuing B.H.M.S. programme by an expert panel.
3.	Mental Behaviour		Mental illness	Absence or mild Disability: less than 40% (under IDEAS)	Currently not recommended due to lack of objective method to establish presence and extent of mental illness. However, the benefit of reservation/quota may be considered in future after developing better methods of disability assessment.	Equal to or more than 40% disability or if the person is deemed unfit to perform his/ her duties. Standards may be drafted for the definite of "fitness to practice medicine" as are used by several institutions of countries other than India.



4	Disability caused due to	(a) Chronic Neurological Conditions	(i) Multiple Sclerosis	Less than 40% Disability	40% 80% disability	More than 80%
			(ii) Parkinsonism			
		(b) Blood Disorders	(i) Haemophilia	Less than 40% Disability	40% 80% disability	More than 80%
			(ii) Thalassemia			
			(iii) sickle cell disease			
		5.	Multiple disabilities including deaf blindness		More than one of the above specified disabilities	<p>Must consider <b>all above</b> while <b>deciding</b> in individual cases recommendations with respect to presence any of the above, namely , visual, Hearing, Speech &amp; Language disability, Intellectual Disability, and Mental Illness as a component of Multiple Disability.</p> <p>Combining formula as notified by the related Gazette Notification issued by the Govt. of India</p> <p><u><math>a+b (90-a)</math></u> 90</p> <p>(where a=higher value of disability % and b=lower value of disability % as calculated for different disabilities)</p> <p>Is recommended for computing the disability arising when more than one disabling condition is present in a given individual. This formula may be used in cases with multiple disabilities, and recommendations regarding admission and/or reservation made as per the specific disabilities present in a given individual</p>

**Note:** For selection under PwD category, candidates will be required to produce Disability Certificate before their schedule date of counselling from one of the disability assessment boards as designated by concerned Authority of Government of India.



**Annexure -I****Foundation Course****BACKGROUND**

Homoeopathic Medical education in India requires the orientation of the new entrant to a basic philosophical orientation, a need to think in an integrated and holistic manner, an ability to function in a team at the bedside and a capacity to invest in a life-long learning pattern. Homoeopathy, though more than 250 years old, is relatively young as a scientific discipline and has attracted a number of negative community exposure due to a variety of reasons. In India, we are aware that the student who enters the portals of a homoeopathic college rarely does so out of his volition. It is often an exercise as the last choice or one which is adopted as a stepping stone to a 'medical' degree. Hence the mind-set of the new entrant is rarely informed, positive and self-affirming.

However, we know that like all medical disciplines, homoeopathy training includes a wide spectrum of domains that involves exposure to human interactions and interpersonal relationships in various settings including hospital, community, clinics etc. The training is intense and demands great commitment, resilience and lifelong learning. It is desirable to create a period of acclimatization and familiarization to the new environment. This would include an introduction to the course structure, learning methods, technology usage, and peer interactions which would facilitate their smooth transition from Junior college to homoeopathic college.

This is planned to be achieved through a dedicated 15 days exclusive "Foundation Course", at the beginning of the BHMS course to orient and sensitize the student to the various identified areas.

**Goals and Objectives**

Broad goals of the Foundation Course in Homoeopathy include:

- 1) Orienting the students to various aspects of homoeopathic system of medicine.
- 2) Creating in them the conscious awareness of the 'Mission' as defined by Master Hahnemann
- 3) Equipping them with certain basic, but important skills required for going through this professional course and taking care of patients.
- 4) Enhancing their communication, language, computer and learning skills.
- 5) Providing an opportunity for peer and faculty interactions and introducing an orientation to various learning methodologies.

**Objectives****a) Orient the learner to:**

- (i) The medical profession and the mission of a homoeopath in society
- (ii) The BHMS programme
- (iii) Vision and Mission of the Institute
- (iv) Concept of Holistic and Positive health and ways to acquire and maintain it



- (v) History of Medicine and Homoeopathy and the status of Homoeopathy in the world
  - (vi) Medical ethics, attitudes and professionalism
  - (vii) Different Health systems available in the country
  - (viii) Health care system and its delivery
  - (ix) National health priorities and policies
  - (x) Principles of primary care (general and community-based care)
  - (xi) Concept of mentorship programme
- b) Enable the learner to appreciate the need to enhance skills in:**
- (i) Language
  - (ii) Observation, documentation & understanding of basic medical technologies
  - (iii) Interpersonal relationships and Team behavior
  - (iv) Communication across ages and cultures
  - (v) Time management
  - (vi) Stress management
  - (vii) Use of information technology
- c) Train the learner to provide:**
- (i) First-aid/ Emergency management
  - (ii) Basic life support
  - (iii) Universal precautions and vaccinations
  - (iv) Patient safety and biohazard safety
- d) Language and Computer skills**
- (i) Local language programme
  - (ii) English language programme
  - (iii) Computer skills

These may be arranged as per the needs of the particular batch and extra coaching may be continued after the Foundation programme

### **Content and Methodology**

The programme will be run in Sessions which must be interactive.

The major components of the Foundation Course include:

- 1. Orientation Program:** This includes orienting students to all the components mentioned below with special emphasis on the role of Homoeopathy and homoeopath in today's times.
- 2. Skills Module (Basic):** This involves skill sessions such as Basic Life Support/ Emergency Management, First Aid, Universal Precautions and Biomedical Waste and Safety Management that students need to be trained prior to entering the patient care areas.



3. **Field visit to Community and Primary Health Centre:** These visits provide orientation to the care delivery through community and primary health centres, and include interaction with health care workers, patients and their families
4. **Professional development including Ethics:** This is an introduction to the concept of Professionalism and Ethics and is closely related to Hahnemann's emphasis on the conduct of a physician. This component will provide students with understanding that clinical competence, communication skills and sound ethical principles are the foundation of professionalism. It will also provide understanding of the consequences of unethical and unprofessional behavior, value of honesty, integrity and respect in all interactions. Professional attributes such as accountability, altruism, pursuit of excellence, empathy, compassion and humanism will be addressed. It should inculcate respect and sensitivity for gender, background, culture, regional and language diversities. It should also include respect towards the differently abled persons. It introduces the students to the basic concept of compassionate care and functioning as a part of a health care team. It sensitizes students to "learning" as a behavior and to the appropriate methods of learning.
5. **Enhancement of Language / Computer skills / Learning Skills:** These are sessions to provide opportunity for the students from diverse background and language competence to undergo training for speaking and writing English, fluency in local language and basic computer skills. The students should be sensitized to various learning methodologies such as small group discussions, skills lab, simulations, documentation and concept of Self-Directed learning.

#### Structure of the program for students

Table 19: Foundation Course			
Serial No.	Topic	Type of activity	Duration hrs.
1.	Welcome and Introduction to Vision Mission of the Institute	Lecture	1
2.	Mission and role of a Homoeopathy and Homoeopath in society including showcasing effects of Homoeopathy	Interactive discussion	6
3.	BHMS Course of study and introducing to first year faculty	Presentation	1
4.	Visit to institution / campus / facilities	Walking tour	4
5.	Concept of Holistic and Positive health	Interactive discussion	2
6.	History of Medicine and Homoeopathy and state of Homoeopathy in the world	Presentation	2
7.	Adult Learning principles	Interactive	2
8.	Health care system and delivery	Visit to PHC/ Urban health centre and interaction with staff	3
9.	Different health care systems recognized in the country and the concept of pluralistic health care systems	Presentation	1
10.	Primary Community care	Interaction	2



11.	Basic Life support	Demonstration video and practice	4
12.	Communication – its nature and importance in different social and professional settings	Practical with scenarios and enactment with observation	4
13.	Medical ethics – role in enhancing patient care	Role play	2
14.	Who is professional?	Debate between two sides on a topic	2
15.	Time management	Practical exercise	3
16.	First aid – principles and techniques	Demonstration and presentation	2
17.	National health priorities and policies	Presentation	1
18.	Importance of Mental Health and Hygiene to a medical student in the medical profession Stress management including importance of Sports and Extracurricular activities	Practical demonstration / video	14
19.	Concept and practice of Mentoring	Interactive discussion	4
20.	Constitutional values, Equality, Gender sensitization and ragging policy	Presentation and Interactive	3
21.	Universal precautions and vaccinations	Presentation followed by discussion	1
22.	Importance of Observation and Documentation in Homoeopathic practice	Practice exercise through video observation	6
23.	Team working	Game and debriefing	4
24.	Patient safety and Biomedical hazards	Video and presentation	2
25.	Computer skills	Demonstration and Practice of basic use of word, Excel and PPT	4
26.	Language skills	Language labs	10
	<b>TOTAL</b>		<b>90</b>



## Annexure -ii

**TENTATIVE TEMPLATE OF ACADEMIC CALENDAR**  
**FIRST PROFESSIONAL B.H.M.S.**  
**(18 MONTHS)**

Sl. No.	DATE / PERIOD	ACADEMIC ACTIVITY
1.	First Working Day of October	Course Commencement
2.	15 working Days	Foundation Course
	First periodic assessment	January- Internal Assessment (PA-1)
3.	Fourth Week of March	First Terminal Test -Internal Assessment (TT-1)
	Second periodic assessment	June -Internal Assessment (PA-2)
4.	First week of August	Second Terminal Test -Internal Assessment (TT-2)
5.	Third periodic assessment	November – Internal Assessment – (PA-3_
	Second week of January	Preliminary Exam (PE)
5.	Second Week of February to March	University Examination
6.		
7.	<i>First Working Day of April</i>	<i>Start of second professional year</i>
	<b>NOTE.-</b> 1. Universities / Institutions / Colleges shall specify dates and year while preparing academic calendar of that particular batch of students. The same is to be informed to students and displayed in respective websites. 2. Institutions/Colleges established in Extreme Weather Conditions may adjust the timings as required by maintaining the stipulated hours of teaching. However, the structure of academic calendar shall not be altered. 3. Academic calendar may be modified according to directions of National Commission for Homoeopathy issued from time to time.	



**TENTATIVE TEMPLATE OF ACADEMIC CALENDAR**  
**SECOND/THIRD/ FOURTH PROFESSIONAL B.H.M.S.**  
**(12 MONTHS)**

Sl. No.	DATE /PERIOD	ACADEMIC ACTIVITY
1.	First Working Day of April	Course Commencement
2.	Fourth Week of July	First periodic - Internal Assessment (PT-1)
3.	Fourth week of September	First terminal exam- Internal Assessment (TT-1)
4.	Fourth week of December	Second periodic - Internal Assessment (PT-2)
5.	Second Week of January	Preliminary exam
6.	Third Week of February	University Examination
7.	<i>First Working Day of April</i>	<i>Commencement of third/fourth/internship professional year</i>
	<p><b>NOTE. -</b></p> <ol style="list-style-type: none"> <li>1. Universities / Institutions / Colleges shall specify dates and year while preparing academic calendar of that particular batch of students. The same is to be informed to students and displayed in respective websites.</li> <li>2. Institutions / Colleges established in Extreme Weather Conditions may adjust the timings as required by maintaining the stipulated hours of teaching. However, the structure of academic calendar shall not be altered</li> <li>3. Academic calendar may be modified according to directions of National Commission for Homoeopathy issued from time to time.</li> </ol>	



## Annexure-iii

**GUIDELINES FOR ATTENDANCE MAINTENANCE  
(THEORY/PRACTICAL/CLINICAL/NON-LECTURE HOURS)**

Institutes, Colleges offering education in Homoeopathy are recommended to maintain online attendance system. However, in case physical registers are being maintained for recording attendance of various teaching/training activities, the following guidelines are to be followed:

- 1) Attendance is to be marked in cumulative numbering fashion.
  - a) In case presence is to be marked as 1, 2, 3, 4, 5, 6.....so on;
  - b) In case of absence, it must be marked as 'A' ;
  - c) Example: P PPP A P P AA P P P.... may be marked as (1, 2, 3, 4, A, 5, 6, A, A, 7, 8, 9...).
- 2) Avoid strictly marking 'P' for presence.
- 3) Separate register for Theory and practical/clinical/non-lecture activities are to be maintained.
- 4) At the end of term or course or part of syllabus, the last number to be taken as total attendance.
- 5) The total attendance after students signature to be certified by respective HOD followed by approval by Principal.
- 6) In case of multiple terms, at the end of course all term attendance is to be summarised and percentage is to be calculated separately for theory and practical including clinicals & non- lecture hours.

[Note : \*If any discrepancy is found between Hindi and English version, the English version will be treated as final.]



## Annexure-iv

## FORM 1

{See regulation 15(e) (ix) (B) (C) (D)}

(NAME OF THE COLLEGE AND ADDRESS)

(BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY (B.H.M.S)  
PROGRAMME

DEPARTMENT OF-----

## CERTIFICATE OF ATTENDANCE &amp; ASSESSMENT OF INTERNSHIP

- 1) Name of the Intern :
- 2) Attendance during internship :
  - a) Period of training From-----To-----
  - b) No. of Working Days :
  - c) No. of Days Attended :
  - d) No. of Days Leave availed :
  - e) No. of Days Absent :

Assessment of Internship

Sr. No.		Category	Marks Obtained
1.		General	Maximum 10
	a.	Responsibility and Punctuality	( ) out of 2
	b.	Behavior with sub-ordinates, Colleagues and superiors	( ) out of 2
	c.	Documentation ability	( ) out of 2
	d.	Character and conduct	( ) out of 2
	e.	Aptitude of research	( ) out of 2
2.		Clinical	Maximum 20
	a.	Proficiency in Fundamentals of subject	( ) out of 4
	b.	Bedside manners & Rapport with patient	( ) out of 4
	c.	Clinical Acumen and Competency as acquired	( ) out of 4
	i.	By Performing Procedures	
	ii.	By Assisting in Procedures	( ) out of 4
	iii.	By Observing Procedures	( ) out of 4
Total Score obtained			( ) out of 30

## Performance Grade of marks

Poor &lt; 8, Below average 9-14, Average 15-21, Good 22-25, Excellent 26 and above

Note: An intern obtained unsatisfactory score (below 15) shall be required to repeat one third of the total period of posting in the concerned department.

Date:

Place:

Signature of the Intern

Signature of the HOD

Department Office Seal



## Annexure-v

## FORM 2

[See regulation 15 (e) (ix) (C) (D)]

(NAME OF THE COLLEGE AND ADDRESS)

**(BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY – B.H.M.S)  
PROGRAMME CERTIFICATE OF  
COMPLETION OF THE COMPULSORY ROTARY INTERNSHIP**

This is to certify that (name of the intern) Intern of (NAME OF THE COLLEGE AND ADDRESS), has completed his/her Compulsory Rotatory Internship at the (NAME OF COLLEGE AND ADDRESS / PLACE OF POSTING), for the duration of one year from ---- to ----- in the following departments,

Sl. No.	Name of the Department	Period of training From (dd/mm/yyyy)	Period of training to (dd/mm/yyyy)

During the internship period the conduct of the student is \_\_\_\_\_

Date:

Place:

**Signature of the Principal/Dean/Director Office Seal**

\_\_\_\_\_



**भाग 4 (ग)****अंतिम नियम****उच्च शिक्षा विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 सितम्बर 2023

क्र. आर-85-सीसी-23-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, प्रेस्टिज निजी विश्वविद्यालय, इन्दौर के प्रथम परिनियम क्रमांक 01 से 31 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक 01 से 31

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

**PRESTIGE UNIVERSITY, INDORE****STATUTE – 1****Short Title, Commencement and Jurisdiction**

- (1) The "Statutes" means the First Statutes of the Prestige University at Indore, Madhya Pradesh. Hereafter, "the University" means the Prestige University;
- (2) These Statutes shall come into force with effect from the date of the notification in the State Government Gazette;
- (3) These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (hereinafter called the Act) and the amendments thereafter.
- (4) Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statutes according to the provisions of Section 27 of the Act. The amended / subsequent statutes, if any shall be applicable with immediate or prospective effect, from a date as prescribed in the notification;
- (5) The Jurisdiction for Legal Matters – for all matters and disputes arising out of the Statutes, the jurisdiction shall be Madhya Pradesh.



**STATUTE – 2****Definitions**

In these Statutes, unless the context otherwise requires-

- (1) "Agenda Matters" means all the matters and business specified, each of which can be either included in the Agenda or be taken up for discussion and decision at a meeting of the Governing Body or the Board of Management or any Committees, as the case may, be subject to prior written approval of the Chancellor.
- (2) "Act" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana avam Sanchalan) Adhiniyam, 2007, as amended from time to time;
- (3) "Academic Council", "Board of Management", "Governing Body", "Examination Committee", "Finance Committee", "Planning Committee" and "Human Capital Committee" respectively mean "Academic Council Board of Management, "Governing Body", "Examination Committee", "Finance Committee", "Planning Committee" and "Human Capital Committee of the University;
- (4) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned as stipulated in the Ordinance;
- (5) "Board of Studies" means the Board of Studies of the University Faculties"; "Chancellor", "Pro Chancellor", "Vice Chancellor", "Pro-Vice Chancellor" and "Chief Finance & Accounts Officer" mean respectively the Chancellor, Pro Chancellor, Vice Chancellor, Pro-Vice Chancellor" and Chief Finance & Accounts Officer of the University;
- (6) "Chief Academic Officer" and "Chief Administrative Officer" mean respectively Chief Academic Officer and Chief Administrative Officer of the University;
- (7) "Competent Authority" means an authority as declared by the Governing Body or as constituted as per the statutes;
- (8) "Constituent" means a college/institute/centre/department operating under the aegis of the University;
- (9) "Convocation" means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, Titles and Certificates including Title of *Honoris Causa* are awarded as per the requirements of the University;
- (10) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of university;
- (11) "Dean" means Dean of Faculty or School or Department of the University.



- (12) "Employee" means any person appointed by the University and includes teachers and other staff of the University.
- (13) "Endowment Fund" means Endowment Fund of the University.
- (14) "Faculty" means a School or Department or Centre of the University.
- (15) "Fee" means the Tuition Fee collection made by the University from the students.
- (16) "Main Campus" means the campus established and maintained by the University as its headquarters, where the major facilities, faculty, staff, students and academic departments are located; (within the definition as mention in the Act 2007 & Amended Act 2013).
- (17) "Minority" means minority community notified as such by the Central Government.
- (18) "National Council of Assessment and Accreditation" means the National Council of Assessment and Accreditation, an autonomous institution of the University Grants Commission;
- (19) "Ordinances" means Ordinances of the University;
- (20) "Registrar" means the Registrar of the University;
- (21) "Regulatory Commission" -- means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Act;
- (22) "Regulatory Council" - means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987 (52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Medical Council of India constituted under the Medical Council Act, 1956 (2 of 1956), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiya Parishad Act, 2000 (No. 1 of 2001) or the Pharmacy Council of India constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of the Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act, 1973 (59 of 1973), the National Council of Teachers Education established under the National Council of Teachers Education Act, 1993 (3 of 1993), the Central Council for Research in Yoga and Naturopathy established as an autonomous body under the Department of Ayusha, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agricultural Research established as a registered society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions
- (23) "Regulations" mean the Regulations framed by the Governing Body of the University.
- (24) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University;



- (25) "Sponsoring Body" in relation to Prestige University means Prestige Education Foundation, a Company registered under Section 8 of the Companies Act, 2013.
- (26) "State Government" shall mean the Government of the State of Madhya Pradesh;
- (27) "Teacher" means and includes a Professor, Associate Professor, Assistant Professor and such other person as may be appointed for imparting instruction of conducting or guiding research in the University in conformity with the norms specified by the UGC.
- (28) The terms "he", "him" and "his" shall include she and her;
- (29) "University" means Prestige University established under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007;
- (30) "University Grants Commission" (UGC)" means the Commission established under section 4 of the University Grants Commission Act 3 of 1956;
- (31) "Visitor" means the Visitor of the University.

### STATUTE – 3

#### Seal of the University

The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the Governing Body.

The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government;



STATUTE – 4The Objectives of the University

Apart from the objectives of the University described in Chapter II, Section 3 of the Act, the University shall also have the following objectives:

- (1) To develop human capital in tune with requirements of industry and the society by integrating and committing to the ideals of Lord Mahaveer - Right Philosophy, Right Knowledge and Right Conduct in life, policies and programmes;
- (2) To provide instructions, teaching and training in higher education leading up to degrees, diplomas, certificates and other academic distinctions at undergraduate, postgraduate, doctoral and post-doctoral level in all fields; and to make provisions for research, consultancy, advancement and dissemination of knowledge in these fields;
- (3) To provide innovative system of University level education, flexible and open with regard to methods and places of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of programmes with a view to promoting access and equity in higher learning besides encouraging excellence in new fields of knowledge and placing special emphasis on both academic as well as application oriented learning;
- (4) To collaborate with any other universities, research institutions, non-profit organizations, industry associations, professional associations or other organizations, to conceptualize, design, develop and offer specific educational and research programmes, deliver high quality training programmes and exchange programmes for students, faculty members and others;
- (5) Offer course(s) in areas with significant industry talent need-gap, and with strong involvement of industry in the student learning experience;
- (6) Create leaders and entrepreneurs with strong grounding in values who are adept at handling global challenges through an inter-disciplinary approach;
- (7) Generate new knowledge through cutting-edge research to solve the real challenges facing industries and society at large, including establishing Chairs or Centres of Excellence;
- (8) To undertake collaborative research and advocacy with any organizations;
- (9) To establish courses on Jain religious studies and literature and promote higher education among the Jain community youths while keeping the national character of the university;
- (10) To establish educational institutions and/or to act as sponsoring body for attainment of objects herein and or to donate, endow or contribute infrastructure and or funds to the other body corporate, sponsoring body, trusts, societies and institutions for the furtherance of similar objects and or objects to serve the society and the nation and for the matters connected therewith or incidental thereto;
- (11) To pursue any other objective for the enhancement of education and other developments in India;
- (12) To undertake necessary or expedient action to pursue and promote the objectives of the University;



**STATUTE - 5****Chancellor****I. Chancellor -**

- (1) The appointment, terms and conditions and powers of the Chancellor shall be in accordance with the provisions in Section 16 of the Act;
- (2) In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- (3) The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority.
- (4) Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to MPPURC for necessary action.
- (5) After due approval of the Visitor is received, Chancellor will be appointed by the Sponsoring Body.
- (6) The Tenure -
  - (a) The Chancellor shall hold the office for a period of five years and shall be eligible for re-appointment with the approval of the Visitor by following the procedures as laid down above under clause 6(a) of the statute. Provided that on expiry of his term, the Chancellor shall continue to hold office until either he is re-appointed or his successor enters upon his office, whichever is earlier.
  - (b) In case of exigencies like illness, absence, resignation or death of the Chancellor, the Pro-Chancellor shall assume interim charge to perform the duties of the Chancellor until the present or newly appointed Chancellor resumes the office. However, all the efforts should be made that this period may not exceed six months.
- (7) The Powers and Functions -

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Apart from the powers specified in Section 16, the Chancellor shall also exercise the following powers:

  - (a) To appoint and remove the Vice – Chancellor;
  - (b) To call for any information or record;
  - (c) Any dispute amongst officers and officers and/or authorities or amongst authorities of the University shall be referred to the Chancellor and his decision shall be final;
  - (d) Such other powers as may be conferred by the Statutes.



- (8) The Chancellor may submit his resignation to the Visitor in writing through the Sponsoring Body. The Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (a) of this statute.
- (9) The Chancellor shall be entitled to receive an honorarium, decided by the Sponsoring Body, time to time.
- (10) The University shall provide space and maintenance of the Office of the Chancellor.

#### II. Pro-Chancellor –

- (1) The Pro-Chancellor shall be appointed by the Sponsoring Body by simple majority;
- (2) The Pro-Chancellor shall hold the office for a period of five years and shall be eligible for reappointment with the approval of the Sponsoring Body;
- (3) The Pro-Chancellor shall have executive functions and powers, as assigned by the Sponsoring Body, including but not limited to the following:
  - (a) In case of exigencies like illness, absence, resignation or death of the Chancellor, the Pro-Chancellor shall perform the duties of the Chancellor until the present or newly appointed Chancellor resumes the office as mentioned in 6(b) hereinabove.
  - (b) The Pro-Chancellor will be a member of the Governing Body;
  - (c) The Pro-Chancellor may call for any information or record;
- (4) The Pro-Chancellor may submit his / her resignation to the Sponsoring Body.
- (5) The Pro-Chancellor shall be entitled to receive an honorarium, decided by the Sponsoring Body, time to time.
- (6) The University shall provide space and maintenance of the Office of the Pro-Chancellor.



STATUTE – 6Vice Chancellor

- (1) Appointment of the Vice Chancellor
- (a) The Vice Chancellor shall be appointed by the Chancellor from the panel recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfill the norms as prescribed by the UGC from time to time;
  - (b) The Selection Committee, while preparing a panel shall give due consideration to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates;
  - (c) The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly, following shall be the members:
    - (i) Two eminent academicians nominated by the Sponsoring Body;
    - (ii) One eminent person nominated by the State Government.
  - (d) The Chancellor shall appoint one of the members of the Selection Committee as Chairman of the Committee;
  - (e) The Selection Committee shall submit names of at least three eminent persons for the appointment of the Vice Chancellor; Provided that, if the Chancellor does not approve the recommendation of the Selection Committee, he may call for fresh recommendation from the Selection Committee through the due procedure mentioned above;
  - (f) The age of the Vice Chancellor at the time of appointment shall not be over sixty five (65) years;
  - (g) The Vice Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be decided by the Sponsoring Body;
  - (h) The conditions of services and age of retirement of the Vice Chancellor shall be as prescribed in the Act and in conformity with the Regulations of the UGC;
  - (i) Notwithstanding anything contained in the foregoing, the Chancellor may appoint the first Vice Chancellor for an initial period of two years to conduct the affairs of the University, provided that the appointed person fulfills the eligibility criterion as prescribed by the UGC.
- (2) Removal - The Chancellor may issue orders for removal of the Vice Chancellor as provided in the Act.



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(3) Tenure -

- (a) The tenure of the Vice Chancellor shall be of Four (4) years. However, the Vice Chancellor may continue to hold office even after the expiry of his term till a new Vice-Chancellor assumes office, but the period shall not exceed six months.
  - (b) In case of exigencies like illness, absence, resignation or death of the Vice Chancellor, the Pro Vice-Chancellor or a person nominated by the Governing Body shall assume interim charge to perform the duties of the Vice Chancellor until the present or newly appointed Vice Chancellor resumes office. However, this period may not exceed six months.
- (4) The Powers and Functions of the Vice Chancellor - It shall be the duty of the Vice Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations and he shall be vested with the following powers to perform various functions:
- (a) The Vice Chancellor shall be the Chief Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University;
  - (b) The Vice Chancellor will be the officio Chairman of the Board of Management and the Academic Council;
  - (c) If in the opinion of the Vice Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly and if he fails to take any decision within fifteen days, then such matters shall be decided by the Governing Body.
  - (d) If in the opinion of the Vice Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter shall seek approvals of his action to such officer or authority as would have in the ordinary course dealt with the matter. Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice Chancellor, then case shall be referred to the Governing Body, whose decision thereon shall be final. Provided further that where any such action taken by the Vice Chancellor shall affect any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be final and be communicated to the person concerned within three months from the date of the appeal.
  - (e) The Vice Chancellor shall have the power to make short term appointments for period not exceeding six months at a time of such number of persons as may be considered necessary for the functioning of the University with the prior approval of the Chancellor and Pro-Chancellor.



**STATUTE – 7****Registrar****(1) Selection and Appointment of the Registrar**

- (a) The first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act.
- (b) The subsequent Registrars shall be appointed by the Chancellor on the recommendation of the Expert Committee, consisting of the following:
  - (i) The Vice Chancellor – Chairperson;
  - (ii) Nominee of the Chancellor;
  - (iii) Three expert members nominated by the Sponsoring Body
- (c) The University shall follow the following procedure for the selection of the Registrar:
  - (i) It shall invite applications in the prescribed form for the post through the process of an advertisement which includes the web portal of the University;
  - (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice Chancellor or by the person(s) deputed by him;
  - (iii) The date of meeting of the Expert Committee shall be fixed and a notice to this effect will be given to the short listed candidates, in advance;
  - (iv) The Expert Committee shall interview and evaluate the merit of each candidate and send its final recommendation to the Chancellor.
- (d) The tenure of the Registrar shall be of Four (4) years, subject to renewal with the majority consent of the Sponsoring Body. However, the age of the Registrar at the time of appointment shall be as per State Government rules applicable to State Universities.
- (e) The Registrar shall be the whole-time salaried officer of the University;
- (f) The Registrar shall receive pay and other allowances as decided by the Governing Body;
- (g) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

**(2) Removal / Resignation**

- (a) The Registrar may submit his / her resignation to the Chancellor in writing
- (b) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice Chancellor may request the Chancellor, in writing, stating the reasons therein for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final;
- (c) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation or removal, the Governing Body may appoint an officiating Registrar.



**(3) Functions and Duties of the Registrar**

- (a) The Registrar shall be the Chief Administrative Officer of the University and shall work in coordination with the Vice Chancellor and administer the University according to the Act, the Statutes, the Ordinances and the Regulations laid by the Governing Body;
- (b) All documents such as records, returns, information etc. shall be authenticated by the Registrar on behalf of the University;
- (c) The Registrar will be responsible for representing the University in the Court of Laws in legal proceedings for and against the University and its faculties and staff;
- (d) Maintaining the statutory records of the University;
- (e) The Registrar shall be the Member - Secretary of the Governing Body, and any such other body as prescribed in the statutes. However, the Registrar shall not have a power to exercise vote in such meetings;
- (f) The Registrar shall convene the meetings of the all the University Authorities by informing venue, date and time of the meeting to all the members and related persons as directed by the Vice Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the minutes of the previous meeting and to communicate the agenda of the proposed meeting, well in advance;
- (g) The Registrar shall send the copy to the Chancellor and Pro-Chancellor of agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings;
- (h) The Registrar shall have the powers to take action against non-teaching employees. However, if the act is of gross indiscipline or otherwise misconduct, departmental enquiry may be constituted and if serious action is warranted, the matter shall be reported to the Board of Management in writing along with the charges leveled and detailed proceedings and findings of the Enquiry Office.



**STATUTE – 8****Chief Finance & Accounts Officer (CFAO)****(1) Selection and Appointment of the CFAO-**

- (a) The CFAO shall preferably be a member of Institute of Chartered Accountants of India and be appointed by the Chancellor on recommendation of the Selection Committee constituted for this purpose.
- (b) The Selection Committee to select the CFAO shall consist of following:
  - (i) Pro-Chancellor – Chairperson;
  - (ii) Vice Chancellor;
  - (iii) Three expert members nominated by the Sponsoring Body
- (c) The Chancellor shall appoint CFAO as per the recommendations of the Selection Committee.

**(2) The tenure of the CFAO shall be of Four (4) years, subject to renewal as per procedure laid down in (iii) above. However, the age of the CFAO at the time of appointment shall not be over sixty five (65) years;****(3) Removal / Resignation**

- (a) The CFAO may submit his / her resignation to the Chancellor in writing;
- (b) If at any time upon representation made or otherwise, the situation so warrants, the Sponsoring Body may remove the CFAO.

**(4) Functions and Duties of CFAO shall include the following:**

- (a) To exercise general supervision over the funds and advice on the financial policies of the University.
- (b) To co-ordinate and synergize financial discipline and decisions with sponsoring body and to manage donations, endowments, grants and contributions and proper regulation of General and Endowment Fund of the University.
- (c) To ensure expenditure within the limits fixed by the Board of Finance & Accounts for annual recurring and non-recurring expenditure and same is expended or spent for the purposes for which it was approved.
- (d) To prepare the annual accounts and the budget of the University and their presentation to the Governing Body after due approval by the Board of Finance & Accounts; Further, he shall be responsible for the annual audits of the University.
- (e) To perform such other financial functions as may be assigned to him by the Governing Body;
- (f) To recommend donations, endowments, grants and or contributions to other body corporate, sponsoring body, trusts, societies and institutions for furtherance of similar objects to serve society.



- (g) To monitor the cash and bank balances and investments;
- (h) To monitor the progress of collection of fee and revenue and advice on the methods of collection;
- (i) To bring to the notice of the Board of Finance & Accounts any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault;
- (j) To call for revenue and expenditure information from any offices of the University, including faculties, departments, committees and bodies maintained by the University;
- (k) To issue receipts or to authorize persons for the collection of fee/revenue.

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#### STATUTE – 9

#### Controller of Examinations

##### (1) Selection and Appointment of the Controller of Examinations -

- (a) The Controller of Examinations shall be appointed by the Chancellor on the recommendation of the Expert Committee consisting of the following:
  - (i) The Vice Chancellor – Chairperson;
  - (ii) Two nominees of the Sponsoring Body;
  - (iii) Up to Two expert members approved by the Chancellor.

##### (b) The University shall follow the following procedure for the selection of the Controller of Examinations:

- (i) It shall invite applications in the prescribed form for the post through the process of an advertisement which includes the web portal of the University;
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice Chancellor or by the person(s) deputed by him;
- (iii) The date of meeting of the Expert Committee shall be fixed and a notice to this effect will be given to the short listed candidates;
- (iv) The Expert Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor for his approval.

##### (2) The tenure of the Controller of Examinations shall be of Four (4) years, subject to renewal as per procedure laid down in (ii) above. However, the age of the Controller of Examinations at the time of appointment shall not be over sixty five (65) years;

##### (3) The Controller of Examinations shall be the whole-time salaried officer of the University;

##### (4) Removal / Resignation

- (a) The Controller of Examinations may submit his/her resignation to the Chancellor in writing;
- (b) If at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Controller of Examinations is not in the interest of the University, the Vice Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the Controller of Examinations. Before taking such action, the Controller of Examinations shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final;



- (c) When the office of the Controller of Examinations falls vacant on account of one reason or the other such as long illness or long absence or resignation or removal, the Governing Body may appoint an officiating Controller of Examinations.

(5) Functions and Duties of the Controller of Examinations

- (a) The Controller of Examinations shall be responsible for the smooth conduction of Examinations of all courses/programmes and for all other arrangements necessary thereof and execution of all processes connected therewith along with the declaration of results;
- (b) He shall be the member secretary of the examinations committee;
- (c) He shall be responsible for printing of question papers, answer books etc. in physical or digital format;
- (d) He shall be responsible for tabulation and printing of marks sheet for various examinations and keeping track of the mark sheets printed;
- (e) He shall be responsible for issuing transcripts of mark sheets for the students after the students has deposited the requisite fee;
- (f) He shall be responsible for issuing the diplomas/ degrees/ other distinctions conferred by the University;
- (g) He shall be responsible for the smooth conduct of examinations and deal with case of unfair means;
- (h) He shall be responsible for the time table of examinations for all courses conducted by the University;
- (i) He shall be responsible for the safe keeping of examination records.



STATUTE – 10Pro-Vice Chancellor

- (1) Appointment of the Pro –Vice Chancellor -
  - (a) The Pro-Vice Chancellor shall be appointed by the Chancellor on recommendation of the Selection Committee constituted for this purpose and approved by the Governing Body.
  - (b) The Selection Committee to select the Pro-Vice Chancellor shall consist of the following:
    - (i) The Pro Chancellor – Chairperson;
    - (ii) Nominee of the Chancellor;
    - (iii) Three expert members nominated by the Sponsoring Body
  - (c) The University shall follow the following procedure for the selection of the Pro – Vice Chancellor:
    - (i) It shall invite applications in the prescribed form for the post through the process of an advertisement which includes the web portal of the University;
    - (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice Chancellor or by the person(s) deputed by him;
    - (iii) The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short listed candidates;
    - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor.
- (2) The Pro – Vice Chancellor shall be the whole-time salaried officer of the University;
- (3) The tenure of the Pro – Vice Chancellor shall be of Four (4) years, subject to renewal with the recommendations of the Selection Committee. However, the age of the Pro – Vice Chancellor at the time of appointment shall not be over sixty five (65) years;
- (4) Removal
  - (a) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Pro-Vice Chancellor is not in the interest of the University, the Vice Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Pro-Vice Chancellor. Before taking such action, the Pro-Vice Chancellor shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Sponsoring Body whose decision shall be final;
  - (b) In case of exigencies like illness, absence, resignation or death of the Pro-Vice Chancellor, any person nominated by the Chancellor shall perform the duties of the Pro-Vice Chancellor until the present or duly appointed Pro-Vice Chancellor resumes the office.
- (5) The Powers and Functions of the Pro-Vice Chancellor
  - (a) The Pro-Vice Chancellor shall assist the Vice Chancellor in the efficient functioning and administration of the University;
  - (b) The Pro-Vice Chancellor shall have executive functions, as assigned by the Governing Body;
  - (c) The Pro-Vice Chancellor will be the officio Chairman of the Examination Committee.



**STATUTE 11****Governing Body**

- (1) The Governing Body shall be the principal authority of the University.
- (2) Constitution – The Governing Body of the Prestige University shall consist of the following members, namely:
  - (a) The Chancellor - Ex Officio Chairperson;
  - (b) The Vice Chancellor;
  - (c) Three persons nominated by the Sponsoring Body, namely-
    - I. Pro-Chancellor
    - II. Two eminent persons out of whom at least one shall be an eminent educationist
  - (d) Three distinguished persons nominated by the Visitor, out of a panel of six names submitted by the State Government;
  - (e) One representative of the State Government not below the rank of Deputy Secretary;
  - (f) Registrar shall be the Member Secretary without having right to vote.
- (3) The Chancellor shall be the ex officio Chairman of the Governing body. The Chairman shall preside at every meeting and in his absence the Pro Chancellor shall preside over the meetings of the Governing Body.
- (4) Tenure - The term of office of the members other than the ex-officio members shall be of three years. The Sponsoring Body shall have the right to appoint, nominate and/or remove their members, without the concurrence or approval of any other Authority and such decision shall be final.
- (5) Cessation and Vacancies -
  - (a) Any member of the Governing Body may resign his office by a notice in writing sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member;
  - (b) Vacancy of a member arising by reason of death, resignation and removal or otherwise shall be co-opted as soon as possible from the same category and the member so coopted /appointed shall be a member for the un-expired portion of the original term of such member.
  - (c) A member shall automatically cease to be a member on his being convicted by a court of law, including moral turpitude.
- (6) Powers and Functions -
  - (a) To control functioning of the University by using all such powers as are provided by the Act, Statutes, Ordinances, Regulations made thereunder;



- (b) To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Act, the Statutes, the Ordinances and the Regulations made thereunder;
- (c) To approve the budget and annual report of the University;
- (d) To be the final authority for conferment of honorary degree and other distinctions and awards;
- (e) To recommend to the Sponsoring Body the liquidation of the University provided a situation arises when the functioning of the University is not possible, as per procedure laid down in section 40 of the Act.
- (f) To take necessary action in matters recommended/referred to it by the Sponsoring Body.

(7) Meetings and Quorum –

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year or as many times as may be necessary as the Chancellor may decide;
  - (b) The Chancellor shall preside at every meeting of the Governing Body. In absence of the Chancellor, the Pro-Chancellor shall preside over the meeting of the Governing Body;
  - (c) Meeting of the Governing Body shall be called by the Member-Secretary with approval of the Chancellor;
  - (d) The Chancellor may, on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University;
  - (e) At least seven (7) days' notice in writing, electronically or otherwise, shall be served to the members for the meetings;
  - (f) The Quorum of the meeting of the Governing Body shall be 1/3 of the total members.
- (8) Resolution - If members of the Governing Body approve the agenda by simple majority, then such agenda shall stand approved and resolution will be passed accordingly and circulated thereof.
- (9) Validity of the proceedings of the Governing Body -

Proceedings of the Governing Body shall not be invalidated –

- (a) Due to vacancies in Governing Body.
- (b) Due to non-receipt of notice of meeting by any member(s).
- (c) Due to defective nomination of any member.
- (d) Due to inadequate quorum.



**STATUTE - 12****Board of Management**

- (1) The Board of Management shall be the principal authority of the University for compliance and review;
- (2) Constitution – The Board of Management of the Prestige University shall consist of the following members, namely:
  - (a) The Vice Chancellor – Ex officio Chairperson;
  - (b) Two persons nominated by the Sponsoring Body;
  - (c) Two representatives of the State Government;
  - (d) Two senior most Professors of the University by rotation, nominated by the Chancellor;
  - (e) Two senior most Teachers of the University by rotation, nominated by the Chancellor;
  - (f) The Registrar - Member Secretary, and will not be entitled to vote.
- (3) Tenure -
  - (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination;
  - (b) The Chairperson of the Board of Management shall decide any dispute or question with regard to membership or tenure of a member whose decision in the matter shall be final.
- (4) Cessation and Vacancies -
  - (a) Any member of the Board of Management may resign his office by a notice in writing sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member;
  - (b) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be co-opted as soon as possible from the same category and the member so nominated/appointed shall be a member for the un-expired portion of the original term of such member.
  - (c) A member shall automatically cease to be a member on his being convicted by a court of law, including moral turpitude.
- (5) Powers and Functions –
  - (a) To ensure compliance with the Acts, rules and regulations established by law, the Regulatory Commissions and the Regulatory Councils;
  - (b) To ensure an integrated approach to key areas, such as education policy, planning, human resource mobilization, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University.



- (c) To recommend conferment of honorary degrees, title of Professor Emeritus, medals and prizes to Governing Body.
  - (d) To ensure affiliation and due approval for all course(s) offered by the University;
  - (e) To constitute and monitor the Internal Quality Assurance Body (IQAC) and act on the body's recommendations on improving in teaching, research and development and enhancement in the facilities such as laboratories and equipment thereof, library and other facilities;
  - (f) To equip the University and faculties for accreditation with the highest rating by national and international accreditation agencies;
  - (g) To act on the Human Capital Committee's recommendations on academic staff appraisals for faculty development/ training/ increments/ promotion/ demotion/ termination;
  - (h) To act on the Registrar's recommendations on non-teaching staff appraisals for training/ increments/ promotion/ demotion/ termination;
  - (i) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions, faculties and departments;
  - (j) To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations;
  - (k) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
  - (l) The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University / Faculty / Study Centre on the other hand;
- (6) Meetings and Quorum –
- (a) A meeting of the Board of Management shall ordinarily be called minimum four times in a calendar year;
  - (b) Meeting of the Board of Management shall be called by the Member-Secretary with approval of the Chancellor;
  - (c) The Chancellor may call a Special Meeting as and when required in the interest of the University;
  - (d) At least seven (7) days' notice in writing electronically or otherwise, shall be served to the members to conduct meetings. However, a shorter notice may be given with the consent of the majority of the members.
  - (e) The Quorum of the meeting of the Board of Management shall be 1/3 of the total voting members and minimum ½ of such quorum shall be from the non-nominated category of members.



**STATUTE – 13****Academic Council**

- (1) The Academic Council shall be the principal academic body of the University;
- (2) Constitution – The Academic Council of the Prestige University shall consist of the following members, namely:
  - (a) The Vice Chancellor – Chairperson;
  - (b) Pro – Vice Chancellor---Member
  - (c) Dean of the Faculties ---Member
  - (d) Three senior Professors or Associate Professors of the University, if holding charge as Head of the Departments and Institutions; Provided that where there is no Professor or Associate Professor in the department, the teacher who acts as the Head of the Department shall be the member of the Academic Council Member
  - (e) Two Scientists/Educationists/Industrialists nominated by the Sponsoring Body --- Member
  - (f) Registrar --- Member Secretary without voting rights.
  - (g) One member nominated as observer by MPPURC, and will not participate in voting.
- (3) Tenure - The Members of the Academic Council, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination;
- (4) Cessation and Vacancies -
  - (a) Any member of the Academic Council may resign his office by a notice in writing sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member;
  - (b) Vacancy of a member arising by reason of death, resignation and removal or otherwise shall be co-opted as soon as possible from the same category and the member so nominated/appointed shall be a member for the un-expired portion of the original term of such member.
  - (c) A member shall automatically cease to be a member on his being convicted by a court of law, including moral turpitude.
- (5) Powers and Functions –
 

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

  - (a) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards;
  - (b) To exercise the power to create, designate or reorganize Faculties and Departments of the University or affiliated colleges or institutions, with approval of the Governing Body.
  - (c) To approve the new courses of studies, on recommendations of the Board of Studies;



- (d) To approve any recommendations of the Board of Studies on curriculum, pedagogy, evaluation (examination) schema - new or up-dation - for all courses of the University;
  - (e) To approve the Regulations for the methodology, schemes, modalities, allotment of marks / credits for individual subjects in all the courses of the University, on recommendations of the Board of Studies;
  - (f) To constitute the Examination Committee and empower the committee to execute the approved Regulations for the methodology, schemes, modalities, and allotment of marks / credits for individual subjects in all the courses of the University;
  - (g) To make appointments of Professors, Associate Professors, Assistant Professors, Adjunct Professors, Visiting Professors, other teachers and such academic staff as may be necessary in accordance with the UGC Regulations issued from time to time and as per guidelines approved by Governing Body and on recommendations of the Board of Studies and Human Capital Committee;
  - (h) To create non-teaching posts and to specify the manner of appointment thereof, on recommendations of the Registrar and Board of Finance & Accounts;
  - (i) To constitute and monitor the Human Capital Committee for setting recruitment standards for academic and non-academic staff, appraisal, establishing the research agenda, monitoring and evaluation of research output, including all intellectual properties such as research papers, patents, royalties;
  - (j) To take approval of the budget of the Research activities from the Board of Finance & Accounts;
  - (k) To constitute and monitor the Corporate Relations Body for nurturing partnerships with industry and academia, facilitate internships and placements;
  - (l) To constitute and monitor the Marketing and Promotions Committee to increase public awareness about the courses, research, events and activities of the University and establish a perpetual global brand;
  - (m) To constitute and monitor the Admissions Committee;
  - (n) To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University;
- (6) Meetings and Quorum –
- (a) A meeting of the Academic Council shall ordinarily be called Two (2) times in a calendar year;
  - (b) Meeting of the Academic Council shall be called by the Member-Secretary with approval of the Vice Chancellor;
  - (c) The Vice Chancellor may call a Special Meeting as and when required in the interest of the University with the prior approval of the Chancellor;
  - (d) At least seven (7) days' notice in the writing electronically or otherwise, shall be served to the members to conduct meetings. However, a shorter notice may be given with the consent of the majority of the members.
  - (e) The Quorum of the meeting of the Academic Council shall be 1/3 of the total voting members.



**STATUTE - 14****Board of Finance & Accounts (BoFA)**

- (1) The Board of Finance and Accounts (BoFA) shall be the principal financial authority of the University constituted by the Sponsoring Body.
- (2) Constitution: The following shall be the members of the BoFA of the University;
  - (a) Chancellor .....Chairman
  - (b) Pro Chancellor ..... Vice Chairman
  - (c) Chief Finance & Accounts Office.....Member Secretary
  - (d) Two nominees of the Sponsoring Body.....Member -
- (3) Tenure - The Members of the BoFA, except those who are ex-officio shall hold office for a period of three (3) years from the date of their nomination;
- (4) Cessation and Vacancies -
  - (a) Any member of the BoFA may resign his office by a notice in writing sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member;
  - (b) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be co-opted as soon as possible from the same category and the member so nominated/appointed shall be a member for the un-expired portion of the original term of such member.
  - (c) A member shall automatically cease to be a member on his being convicted by a court of law, including moral turpitude.
- (5) Powers and Functions –
 

The main functions and powers of BoFA are:

  - (a) To manage and regulate the finance, accounts, investments, property and all other Finance related matters of the University.
  - (b) To receive, consider and approve the Budget with or without modifications.
  - (c) To direct, supervise and control the endowment fund and also general fund account and get them audited;
  - (d) To maintain proper accounts and other relevant records and prepare Annual Statement of Accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Rules and submit the same to the Governing Body for the approval.
  - (e) To open account or accounts of the University with any one or more scheduled banks and to lay down the procedure for operating the same.



- (f) To draw, accept, make, endorse, discount and negotiate securities of the Government, promissory notes, bills and exchange, cheque or other negotiable instruments.
  - (g) To receive grants, endowments, donations, contributions, foreign aid, gifts, prizes, scholarships, fees and other moneys and give grants and donations to award prizes, scholarships etc.
  - (h) To purchase, take on lease or accept, as gift or otherwise, any land or buildings or works which may be necessary or convenient for the purposes of the University and on such terms and conditions as it may deem fit with the prior approval of the Sponsoring Body.
  - (i) To consider, approve and grant donations, endowments, contributions and foreign aid to other body corporates, sponsoring body, trusts, societies and institutions for the furtherance of similar objects and or objects to serve the society and the nation and for the matters connected therewith or incidental thereto.
  - (j) To recommend sale, transfer, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purposes of the University to the Governing Body and Sponsoring Body,
  - (k) To maintain and operate the General Fund as stipulated in Section 12 of the Act.
  - (l) To lay down rules regarding the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations, in consultation with the Academic Council;
  - (m) To appoint Auditors, review financial position and annual accounts and to place the internal controls.
- (6) Meetings and Quorum –
- (a) The BoFA shall meet at least four (4) times in a year and the quorum of the meeting shall be one third of its members.
  - (b) At least seven (7) days notice in the writing electronically or otherwise, shall be served to the members to conduct meetings. However, a shorter notice may be given with the consent of the majority of the members.
  - (c) The Quorum of the meeting of the BoFA shall be 2/3 of the total voting members.



## STATUTE – 15

### Dean of Faculty/School/Department

- (1) The Dean of Faculty/School/Department shall be appointed by the Vice Chancellor in order of seniority in rank or appraisal score amongst the Professors of the various Departments of the Faculty, with approval of the Governing Body;
- (2) The tenure of the Dean shall be for a period of Two (2) years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than Four (4) years in continuation;
- (3) If at any time, there is no Professor in the department, the Vice - Chancellor may appoint an Dean of another Faculty for the period of absence of the Professor;
- (4) Any Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in turn as Dean of Faculty;
- (5) The Dean shall automatically cease to be member of any University body or committee on his being convicted by a court of law for any offence including moral turpitude;

## STATUTE - 16

### Board of Studies

- (1) The Board of Studies shall be the principal academic body of the Faculty and therefore, shall be constituted separately for each Faculty.
- (2) Constitution : The Board of Studies in relation to particular Faculty shall consist of the following members, namely-
  - (a) Dean of the Faculty – Chairperson;
  - (b) All the Heads of the teaching departments of the Faculty;
  - (c) All Professors and Associate Professors assigned to the Faculty;
  - (d) One Professor from other Faculty as a nominee of the Vice – Chancellor;
  - (e) Two experts co-opted by the Board of Studies who possesses special achievements in particular fields of study and are not employees of the University.
  - (f) The Registrar or his nominee – Member Secretary without voting rights.
- (3) Tenure - The Members of the Board of Studies, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination;
- (4) Cessation and Vacancies -
  - (a) Any member of the Board of Studies may resign his office by a notice in writing sent to the Chairperson. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member;
  - (b) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be co-opted as soon as possible from the same category and the member so nominated/appointed shall be a member for the un-expired portion of the original term of such member.



- (c) A member shall automatically cease to be a member on his being convicted by a court of law, including moral turpitude.
- (d) The Vice Chancellor, whose decision in the matter shall be the final, shall decide any dispute or question with regard to membership or tenure of a member.

(5) Powers and Functions –

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall, in addition have the following powers:

- (a) The Board of Studies will be responsible, on the lines of an independent institute, for running academically and economically sustainable reputed courses/programmes;
- (b) Thus, it shall propose to the Academic Council for approval, the design of the course/programme life-cycle including the following:
  - (i) Relevance of the course/programme to the Industry;
  - (ii) Creation of Industry Advisory Board;
  - (iii) Selection of other Institution of Excellence as Mentor;
  - (iv) Course/programme outcome;
  - (v) Curriculum;
  - (vi) Pedagogy/ Andragogy, including Experiential elements of learning;
  - (vii) Evaluation (examination);
  - (viii) Resources, including Infrastructure, Human Resources (Academic and Non-Academic), etc.;
  - (ix) External training or certifications, if necessary;
  - (x) Admission criterion;
  - (xi) Marketing and promotion efforts;
  - (xii) Placement of graduating students;
  - (xiii) Budget of the respective course/programme;
  - (xiv) Process for continuous review of course/programme design;
  - (xv) Upon approval of a course/programme life-cycle design by the Academic Council, to work in coordination with the Human Capital Committee, Corporate Relations Body, Marketing and Promotions Committee, the Admissions Committee, and the Examination Committee to implement and run the course/programme;

(6) Meetings and Quorum –

- (a) A meeting of the Board of Studies shall ordinarily be called Two (2) times in a calendar year;
- (b) Meeting of the Board of Studies shall be called by the Dean of Faculty with approval of the Vice Chancellor;
- (c) The Vice Chancellor may, on the advice of the Chancellor, call a Meeting as and when required in the interest of the University;
- (d) At least seven (7) days' notice in writing electronically or otherwise, shall be served to the members to conduct meetings: However, a shorter notice may be given with the consent of the majority of the members.
- (e) The Quorum of the meeting of the Board of Studies shall be 1/3 of the total members.



**STATUTE - 17****Planning Committee**

- (1) The Planning Committee shall be the principal policymaking body of the University.
- (2) Constitution: The following shall be the members of the Planning Committee of the University;
  - (a) Chancellor – Chairman
  - (b) Pro Chancellor – Vice Chairman
  - (c) Two nominees of the Sponsoring Body – Members
  - (d) Chief Finance & Accounts Officer – Member Secretary
- (3) Powers and Functions –
  - (a) To lay down the policies, rules and regulations for the conduct of business of the University;
  - (b) To appoint committees or sub committees for considering any matter of specialized nature as may be decided from time to time.
  - (c) To authorize sale and purchase of movable and immovable, tangible and intangible assets, with prior approval of the Sponsoring Body.
  - (d) For day-to-day functioning of the University, delegation of the power of sale and purchase of movable assets to a body or committee with limits and processes, with prior approval of the Sponsoring Body.
  - (e) To sanction or reject any decision taken by any other body or authority;
  - (f) All the matters to be placed before the Governing Body meeting shall be first approved by the Planning Committee;
  - (g) To adopt a college or institute running under the aegis of the Sponsoring Body as a constituent college of the University as per 2007 Act amended 2013 and in accordance to the guidelines issued by the appropriate regulatory authority from time to time;
  - (h) To nominate any person on various authorities, committees, bodies of the University.
  - (i) To exercise control over the University finances and shall advise Governing Body, Board of Management, Academic Council and Board of Finance & Accounts regarding the budget expenses, future investment plans, creation of assets and related matters.
  - (j) To resolve any conflict at the various Board/Committee meetings in the matter provided for in the Act.

**STATUTE - 18****Examination Committee**

- (1) The Examination Committee shall be the principal examination body of the University;
- (2) Constitution - The Examination Committee shall consist of the following members, namely:
  - (a) Pro – Vice Chancellor – Chairperson;
  - (b) Deans of Faculties, or their nominee;
  - (c) Heads of all the teaching departments which constitute the Faculty, or their nominee;
  - (d) The Controller of Examination – Member Secretary.

**(3) Powers and Functions –**

The Examination Committee shall be responsible for smooth conduct of examinations and results for courses/programmes offered by the University, as prescribed by the respective Board of Studies and approved by the Academic Council and as per procedure laid down by UGC in this regard.



**STATUTE – 19****Human Capital Committee**

- (1) The Human Capital Committee shall be the principal human resource management body of the University;
- (2) Constitution – The Human Capital Committee shall consist of the following members, namely:
  - (a) Vice Chancellor – Chairperson;
  - (b) Director (HRD) appointed by the Sponsoring Body – Member Secretary;
  - (c) Up to 5 senior Professors of the University, nominated by the Board of Management;
  - (d) Up to 5 senior Professors from outside the University, nominated by the Sponsoring Body;
  - (e) Up to 5 senior professionals from Industry, nominated by the Sponsoring Body;
  - (f) Two observers nominated by the Sponsoring Body.
- (3) Cessation - The Sponsoring Body may dissolve the committee and or remove any person from the Human Capital Committee and its decision shall be final.
- (4) Powers and Functions –
  - (a) The Human Capital Committee shall exercise following functions and powers in concurrence with the Governing Body:
  - (b) On recommendation of the Academic Council, appoint necessary teaching and non-teaching staff of the University, following the recruitment process prescribed by the Governing Body from time to time;
  - (c) To act as a principal body for promulgation and management of Research activities of the University, operating under the guidelines prescribed by the Governing Body and advise of the Central Advisory Body and department-wise Advisory Bodies. The research must be strictly on real world problems affecting the top-line or triple bottom-line (social, environmental and financial) of the industry, until otherwise specifically approved by the Governing Body.
  - (d) To manage the Intellectual Property of the University, strictly adhering to guidelines prescribed by the Sponsoring Body. However, sale or monetization of intellectual property of the University shall be with prior approval of the Sponsoring Body.



STATUTE – 20Corporate Relations Body

- (1) The Corporate Relations Body shall be the principal industry-academia bridge body of the University;
- (2) Constitution – The Corporate Relations Body shall consist of the following members, namely:
  - (a) Vice Chancellor – Chairperson;
  - (b) Director of Corporate Relations, appointed by the Sponsoring Body – Member Secretary;
  - (c) Up to 5 senior professors of the University, nominated by the Sponsoring Body;
  - (d) Up to 5 senior professors from outside the University, nominated by the Sponsoring Body;
  - (e) Up to 5 senior professionals from Industry, nominated by the Sponsoring Body.
- (3) Powers and Functions – The Corporate Relations Body shall exercise following functions and powers in concurrence with the Governing Body;
  - (a) To build and nurture partnerships with Industry and Senior Industry Professionals;
  - (b) To build and nurture partnerships with globally top-ranked universities and other academic institutions of excellence;
  - (c) To nominate members for the Central Advisory Body and Department Level Advisory Bodies to the Governing Body;
  - (d) To constitute and manage the Internship and Placement Committee of the University;

The Sponsoring Body may remove any person from the Corporate Relations Body and its decision shall be final.

STATUTE - 21Standing Committee

- (1) The Governing Body/ Board of Management/ Academic Council/ Board of Studies may constitute and empower time and goal bound Standing Committee(s) for specific purpose and period for academic and non-academic matters within their respective ambits;
- (2) The Standing Committee shall only consider specific matters assigned to it and in manner prescribed by the Governing Body/ Board of Management/ Academic Council/ Board of Studies.

STATUTE -22Student Council

- (1) The Student Council shall primarily be a feedback body, collecting and representing the feedback of students at the University on academic and co-curricular matters to the Board of Management;
- (2) The Student Council may organize functions and festivals only with the approval of the Board of Management;



- (3) The Head of Student Council shall be selected by the Board of Management from meritorious students who have excelled in academics, co-curricular activities and sports for tenure of one year.
- (4) Constitution: The Student Council of the University shall consist of the following members, namely;
- i. Up
  - ii. to 3 Deans of Faculties/Schools/Departments
  - iii. Registrar
  - iv. 1 Student from 2nd year PG Program, topper of batch in preceding academic batch.
  - v. 1 Student from 2nd year PG Program, top in merit in admission list.
  - vi. 1 Student from 4th year UG Program, topper of batch in preceding academic batch.
  - vii. 1 Student from 2nd year UG Program, topper of batch in preceding academic batch.
  - viii. 1 Student, representing university as team captain in any sport.
  - ix. 1 Student, representing university in Debate/Drama/Music.

## STATUTE 23

### Appointment of Teachers of the University

- (1) The concerned Board of Studies shall put up requirement of teaching posts to the Academic Council specifying the criterion over and above the minimum criterion prescribed by UGC and the Governing Body, Job Description and Goals & Objectives for all such requirements, with approval of the Board of Finance & Accounts.
- (2) The Academic Council shall consider and approve requests for teaching posts from the Board of Studies, strictly following the service rules and recruitment guidelines prescribed by the Governing Body from time to time;
- (3) The Human Capital Committee, upon recommendation of the Academic Council shall appoint necessary teaching staff of the University, following the recruitment process prescribed by the Governing Body from time to time through a regulation for the purpose;
- (4) Teachers shall be appointed on merit basis only;
- (5) The recruitment procedure shall be as per the procedure laid down by the UGC in this regard.
- (6) The Human Capital Committee shall conduct and submit appraisal of teachers and other academic staff to the Board of Management, along with recommendations for faculty development/ training/ increments/ promotion/ demotion/ termination;



STATUTE - 24Categories of Non-Teaching Employees

- (1) The Governing Body shall prescribe the categories, recruitments guidelines and service rules of non-teaching employees from time to time;
- (2) Non-teaching staff shall be appointed on merit basis only;
- (3) The Academic Council, in consultation with the Registrar, shall recommend requirement of non-teaching staff, with approval of the Board of Finance & Accounts;
- (4) The Human Capital Committee, on recommendation of the Academic Council shall appoint the non-teaching employees;
- (5) The Registrar shall present to the Board of Management appraisals of all non-teaching staff;
- (6) The Registrar shall have the powers to take action against non-teaching employees. However, if the act is of gross indiscipline or otherwise misconduct, departmental enquiry may be constituted and if serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges leveled, detailed proceedings and findings of the Enquiry Officer;

STATUTE - 25Resolution of Disputes and Disciplinary Action for Officers, Teachers, Employees and Students

- (1) The Governing Body shall be responsible for laying down the policy for resolution of disputes and grievances between authorities, teachers, officers and other employees and the students of the University.
- (2) The Board of Management shall be the executive authority to entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved. The Board of Management shall act as per policy prescribed by the Governing Body.

STATUTE - 26Convocation

- (1) Convocation for the award of the Degrees, Diplomas and other Distinctions of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Board of Management shall frame Regulations relating to the Format of the Degree, Diploma Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate copies and procedure for holding Convocations.
- (3) The Visitor, and in his absence the Chancellor, shall preside over the Convocation function of the University. In the absence of both the Pro - Chancellor shall preside over the Convocation function.



STATUTE - 27Conferment of Honorary Degrees and Academic Distinctions

- (1) The Board of Management may consider and recommend to the Governing Body the conferment of an honorary degree or other academic distinctions on any person, without requiring him to undergo any examination, on the ground solely that he by reason of his eminent position, attainments, and public service, is a fit and proper person to receive such degree or other academic distinction.
- (2) Provided that the Governing Body shall not entertain or consider any proposal in that behalf without having obtained prior approval of the Sponsoring Body.

STATUTE - 28Provisions Regarding Fee to be Charged from the Students

- (1) The Governing Body shall finalize the fees to be charged to the students for any course(s)/programme(s) offered by the University, on the recommendations of the Academic Council.
- (2) The Governing Body may change the fees to be charged to the students for any course(s)/programme(s) offered by the University from time to time.
- (3) The following type of fees may be charged from the students:
  - (a) Prospectus Fees
  - (b) Admission Fees
  - (c) Registration Fees
  - (d) Caution Money/Deposit
  - (e) Tuition Fees
  - (f) Elective Fees
  - (g) Examination Fees
  - (h) Revaluation Fees
  - (i) Library Fees
  - (j) Laboratory Fees
  - (k) Late Fees
  - (l) Hostel and Mess Fees
  - (m) Any Utilities Consumption Fees
  - (n) University Development Fund Contribution Fees
  - (o) Duplicate Exam Card, or Mark-sheet, or Degree/Diploma Fees
  - (p) Transcript Fees
  - (q) Any other fees, approved by the Governing Body.
- (4) The component of fees shall vary for each course/programme;



STATUTE - 29Administration of Endowments for the Award of Fellowships, Scholarships, Medals and Prizes in the University

- (1) The Governing Body in concurrence with the Board of Finance & Accounts and Sponsoring Body may accept donations for creation of Endowment Fund for the award of Fellowships, Scholarships, Medals and Prizes, etc. of the recurring nature;
- (2) The Sponsoring Body through the Board of Finance & Accounts shall administer all the endowments;
- (3) The award shall be made from the annual income accruing from the endowment, and any part of the income not utilized shall be added to the endowment;
- (4) The Governing Body shall approve the award of fellowships, scholarships, medals and prizes, etc. as per the specific regulation(s)/ ordinance(s) belonging to the specific endowment.

STATUTE - 30Admission of Students and Reservation of Seats

- (1) Admission of Students to various courses/ programmes of the University shall be strictly on merit and shall be governed by policies prescribed in the ordinance(s) from time to time;
- (2) The University, through its Governing Body, may adopt its own admission criteria and process;
- (3) The University may utilize the results of such entrance examination/tests conducted by different Professional/ National/ State Bodies, or may conduct its own entrance test;
- (4) Number of students and reservation of seats per course/programme will be fixed by the Academic Council, on approval of the Governing Body, as per the rules and regulations prescribed by the concerned regulatory bodies from time to time.

STATUTE - 31Annual Report and the Annual Accounts

- (1) The Board of Management shall place the Annual Report and Annual Accounts to the Governing Body for its approval, on recommendations of the Board of Finance & Accounts.
- (2) The Annual Report and the Annual Accounts of the University, duly audited by a Chartered Accountant and approved by the Governing Body, shall be submitted to the Sponsoring Body.
- (3) The Annual Report and the Annual Accounts of the University, duly audited by a Chartered Accountant and approved by the Governing Body and prepared under Section 38 of the Act, will be presented to the Visitor and the M.P. Private University Regulatory Commission.



भोपाल, दिनांक 8 सितम्बर 2023

क्र. आर-84-रीसी-23-अडतीस - मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26(1) के अनुक्रम में, विक्रान्त निजी विश्वविद्यालय, ग्वालियर के प्रथम परिनियम क्रमांक 01 से 45 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे।

**प्रथम परिनियम क्रमांक 01 से 45**

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

**वीरन सिंह भलावी**, अवर सचिव.

### **PREAMBLE:**

In exercise of the powers conferred by sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Governing Body of Vikrant University, **Gram Ratwai, Chitora Road, Badagoan, Morar, Gwalior, Madhya Pradesh, Pin Code 474006** hereby makes the following First Statutes of the University, namely:

### **STATUTE-1**

#### **Short Title, Commencement and Jurisdiction**

1. The "Statutes" means the Statutes of the Vikrant University, Gram Ratwai, Chitora Road, Badagoan, Morar, Gwalior, Madhya Pradesh. Hereafter, the University means Vikrant University.
2. These Statutes shall come into force with effect from the date of notification in the state gazette by the State Government.
3. These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 and the amendments thereafter. If there is any discrepancy in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
4. Nothing in these Statutes shall debar the University from amending these Statutes and/or providing subsequent Statutes according to the provision of Section 26 of the Act. The amended/subsequent statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such date as prescribed in the notification.

#### **The Jurisdiction:**

All matters pertaining to any act/law shall be the subject of the jurisdiction of Gwalior, Madhya Pradesh.



**STATUTE-2****Definitions**

1. In all the Statutes, Regulations, Ordinances and Rules made there under and further in all the Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as may be framed thereafter from time to time, unless the context otherwise requires;
2. 'Act' or 'Adhiniyam'. means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007), as amended from time to time.
3. 'The Senate' means the Senate of the Vikrant University.
4. 'Academic Council' means the Academic Council of the Vikrant University.
5. 'Academic Year' means a period of twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned programme(s) and apportioned into "semesters" as stipulated in the Ordinance.
6. 'Administrative Officer' (AO) means an officer looking after the day-to-day administrative work of the Vikrant University.
7. 'Board of Management' means, the Board of Management of the Vikrant University.
8. 'Board of Studies' means the Board of Studies of all the subjects in different Departments/Schools.
9. 'Chancellor' means the Chancellor of the Vikrant University.
10. 'Pro-Chancellor' means the Pro-Chancellor/s of the Vikrant University.
11. 'Vice Chancellor' means the Vice-Chancellor of the Vikrant University.
12. 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of the Vikrant University.
13. 'Pro-Vice-Chancellor' means, Pro-Vice-Chancellor of the Vikrant University.
14. 'Registrar' means the Registrar of the Vikrant University.



15. 'Convocation' means the convocation of the Vikrant University.
16. 'Endowment/Corpus Fund' means the endowment/corpus fund of the Vikrant University. An investment fund set up by the University/ Individual/Group of persons/ Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes/ Ordinances/ Regulations.
17. 'Course(s)' means prescribed area(s) or course(s) of study or programme(s) and/or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or academic title of the Vikrant University.
18. 'Dean of Faculty' means the Academic Head of the Faculty of the Vikrant University.
19. 'Department' means a Department of Studies / School of Studies of the Vikrant University.
20. 'Employee' means any person working on the payroll of Vikrant University.
21. 'School' means the School of the Vikrant University (the various Academic Schools) headed by the Dean where the course(s) of study of similar nature or programme(s) and/or any other component(s) are taught leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
22. 'Fee' means the collection made by Vikrant University from the students.
23. 'Governing Body' means the Governing Body of the Vikrant University constituted as per the act.
24. 'National Assessment and Accreditation Council (NAAC) means a statutory body of an autonomous institution of the University Grants Commission.
25. 'Officers of the University' includes Chancellor, Pro-Chancellor(s), Vice-Chancellor, Registrar, Pro-Vice-Chancellor, Chief Finance and Account Officer, Controller of Exam and such other officers as may be appointed by the Vice-Chancellor with the approval of the Chancellor.
26. 'Ordinances' means Ordinances of Vikrant University.



27. 'Other Backward Classes' means, the communities, castes and tribes notified by the State Government from time to time.
28. 'Regulatory Commission' means the Madhya Pradesh Private University Regulatory Commission established under section 36 of the The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007.
29. 'Regulatory Body' means a Central or State regulatory body established by the Central or State Government for laying down norms and conditions for ensuring standards of higher education.
30. 'Regulatory Council' means the All-India Council for Technical Education (AICTE) established under the All-India Council for Technical Education Act, 1987 (52 of 1987), and the Bar Council of India (BCI) constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects (COA) established under the Architects Act, 1972 (20 of 1972), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiya Parishad Adhiniyam, 2000 (No. 1 of 2001) or the Pharmacy Council of India (PCI) constituted under the Pharmacy Act, 1948 (8 of 1948), the Indian Nursing Council (INC) constituted under the Indian Nursing Council Act, 1947 (48 of 1947), the Central Council of Indian Medicine constituted under the Indian Medicine Central Council Act, 1970 (48 of 1970), the Central Council of Homeopathy constituted under the Homeopathy Central Council Act, 1973 (59 of 1973), National Council for Teacher Education (NCTE) established under the National Council for Teacher Education Act, 1993 (73 of 1993), the Central Council of Yoga and Naturopathy established as an autonomous body under the Department of Ayush, Ministry of Health and Family Welfare, Government of India, the Indian Council of Agriculture Research (ICAR) established as a Registered Society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India and National Council of Rehabilitation of India established under the provisions of the National Council of Rehabilitation of India Act, 1992 (34 of 1992) or any other Central or



State Government for laying down the norms and conditions for ensuring standards of higher Education from time to time as the case may be.

31. 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly in person by the teacher synchronously to students in the classes supported by teaching, learning and related activities online from the campus to the regular students of the University.
32. To promote higher education, The University shall adopt different instructional approaches including online, hybrid, and blended learning methods.
33. 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
34. 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
35. 'Scheduled Tribes' mean the Scheduled Tribes notified under Article 342 of the Constitution of India.
36. 'Sponsoring Body' in relation to Vikrant University means 'Vikrant Educational and Social Welfare Society', Vikrant Group Plot No. 2850 Bhagat Singh Nagar Gate Near Bhind Road Gwalior Madhya Pradesh India, a registered under Madhya Pradesh Society Registration Act 1973.
37. 'School of Studies' means an institution maintained by Vikrant University as a place of higher learning and research.
38. 'Rules and Regulations means the Rules and Regulations framed by the Board of Management of the Vikrant University for its Governance.
39. 'State', 'State Government' and 'Government' shall mean, the Government of the State of Madhya Pradesh, India.
40. 'Teacher' means, a professor, reader, lecturer or person is known by any other designation who is required to impart education or to guide



- research or render guidance to the students for pursuing a course of study of Vikrant University.
41. 'The University' means, the Vikrant University, established and incorporated by under The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007.
  42. 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education in India, established in November 1956.
  43. 'Visitor' as prescribed in the Act 2007, means the Visitor of Vikrant University, i.e. His/ Her Excellency, the Governor of the State of Madhya Pradesh.
  44. 'Student' means a person enrolled in the Vikrant University for pursuing a course of study for the award of a degree, diploma, certificate or other distinction.
  45. "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programmes conducted by the University.
  46. 'Section', Sub-section' and 'Item' shall mean, Section of the Adhiniyam, Sub-section of the Section and Item of the Section or Sub-section respectively.

### **STATUTE-3**

#### **Seal of the University**

1. The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University.
2. The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.
3. The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be monitored.



**STATUTE-4**  
**Objectives of the University**

The main objective of Vikrant University is to provide high-quality prehensive education, training, and research opportunities which are compatible with the changing needs of students and the industry. The University aims at achieving sustainable development goals as well as fulfilling millennial goals. The University's key objectives are to enhance and facilitate economic empowerment, provide equal opportunities to all, create opportunities for employment generation (both directly and through education), and contribute to the sustainable development of the region, state and country.

Through its academic programmes, the University aims to prepare its students for the challenges of life and hopes to empower them to meet the challenges of a rapidly changing industrial landscpc. The University is dedicated to providing world-class infrastructure, faculty, staff, and opportunities to students, which will help them develop the potential for scholarship, creative work, professional realization, research, and most importantly employment.

The broad objectives of the University are as mentioned below:

1. To provide instructions, teaching and training in higher education and to make provisions for research, innovation, advancement, vocational and professional education to the dissemination of knowledge for the benefit of underprivileged section of the society in the under-developed Chambal Region.
2. To establish new institutions and courses as per the need of the society and community.
3. To provide financial assistance to students belonging to the economically weaker section of society by providing free-of-cost books, notebooks & scholarships irrespective of caste, creed or religion.



4. To introduce welfare & charitable activities for the economically backward section of the society. The benefit of the society shall be open to all irrespective of caste, creed or religion.
5. To develop as a multidisciplinary institution of higher learning that offers certificate, diploma, undergraduate, postgraduate programmes and PhD with high-quality teaching, research, and community engagement.
6. To provide consultancy to the industry and public organizations.
7. To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
8. To collaborate with other Universities, Research Institutions, Government and Non-Government organizations and Industries towards the fulfilment of the objectives of the University.
9. To set up collaborative provisions with National/International Universities to enable students of the University to leverage the advantages of faculty and student exchange, dual degree options and semester abroad programmes.
10. To pursue any other objectives as may be approved by the Sponsoring Body ('Vikrant Educational and Social Welfare Society', Vikrant Group Plot No. 2850 Bhagat Singh Nagar Gate Near Bhind Road Gwalior Madhya Pradesh India, a registered under Madhya Pradesh Society Registration Act 1973).
11. To recognize, identify, and foster the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres.
12. To provide flexible teaching and learning, so that learners have the ability to choose their learning trajectories and programmes, and thereby choose their own paths in life according to their talents and interests.



13. To create Centres of Excellence for research and development and for sharing knowledge and its application.
14. To provide emphasis on conceptual understanding rather than rote learning and learning-for-exams.
15. To provide creativity and critical thinking to encourage logical decision-making and innovation.
16. To cater life skills such as communication, cooperation, teamwork, and resilience.
17. To synergise in curriculum across all levels of education from inception to higher education.
18. To inculcate a 'light but tight' regulatory framework to ensure integrity, transparency and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance and empowerment.
19. To teach that education is a public service; access to quality education must be considered a basic right of every people of all age, sex and creed.
20. To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory bodies or regulatory councils for the fulfilment of the objectives of the National Education Policy 2020 and or new policy.
21. To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.
22. To ensure that academic distinctions are not lower than those laid down by the Regulatory Councils such as the AICTE, NCTE, UGC, PCI, INC, ICAR, NMC, BCI etc.
23. To institute the latest method of knowledge creation through online mode, data bank, and analysis wing.




**STATUTE 5****Structural Hierarchy and Positions**

1. Visitor
2. Senate
3. Sponsoring Body
4. Chancellor
5. Pro-Chancellor / Pro-Chancellor (s)
6. Governing Body
7. Vice-Chancellor
8. Pro-Vice-Chancellor / Pro-Vice-Chancellor (s)
9. Board of Management
10. Academic Council
11. Standing Committee of Academic Council
12. Registrar
13. Chief Finance and Account Officer
14. Finance Committee
15. Controller of Examination
16. Dean of Faculty
17. Board of Studies
18. Dean Student Welfare
19. Director/ Head of Teaching Department/Centre of Studies
20. Other officers of the University



**STATUTE - 6****Powers of the Visitor**

1. As per section 15 sub section (1) of The Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, The Governor of Madhya Pradesh shall be the Visitor of the University.
  2. The Visitor shall when present, preside at the convocation of the University for conferring Degrees and Diplomas.
  3. The Visitor shall have the following powers:
    - a. To call for any information or record related to the affairs of the University.
    - b. If it appears on the basic information that any order, proceeding or decision taken by any authority of the University is not in conformity with the provisions of this Act, Statutes, Ordinances, or regulations made thereunder, the Visitor may ask for the opinion of the Regulatory Commission and on being satisfied that any irregularity has taken place, he may issue such direction as he may deem fit in the interest of the university and the directions so issued shall be complied by the University.
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**STATUTE - 7****The Senate: Constitution, Powers and Functions**

1. The Senate shall be the supreme advisory body of the University. It shall also suggest measures for improvement of the University. The role of the senate shall be advisory in nature and its valuable suggestions shall be given due weightage by the other bodies of the University.
2. **Constitution:** The Senate shall consist of the following members, namely:

<b>(a) Ex-Officio Members</b>	<b>Designation</b>
<b>(i)</b> The Vice President of the Sponsoring Body	Chairman
<b>(iii)</b> The Chancellor	Vice-chairman
<b>(ii)</b> The Pro-Chancellor(s)	Member
<b>(iii)</b> The Member(s) of the Sponsoring Body	Member
<b>(iv)</b> The Treasurer(s) of the Sponsoring Body	Member
<b>(v)</b> The Joint Secretary of the Sponsoring Body	Member
<b>(vi)</b> The Secretary of the Sponsoring Body	Member-secretary
<b>(b) All members of the Governing Body</b>	Member
<b>(c) Nominated Members</b>	
<b>(i)</b> Two Professors other than Directors/ Principals/ Deans of Faculties by rotation on the basis of seniority.	Member
<b>(ii)</b> Four Persons nominated by the Chairman on the recommendation of the Chancellor from amongst distinguished professionals and eminent persons from the industry/ Chambers of Commerce/ Universities/ Indian Institute of Technology/ Indian Institute of Management etc.	Members



### 3. Powers & Functions

- a. The Senate shall be the Supreme advisory body of the University. It shall be advisory in nature. The senate shall advise framing Vision and Mission of the University.
- b. The Chairman shall preside over the meetings of the Senate and in the absence of the chairman, Vice-chairman shall preside over the meeting.
- c. The Senate may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- d. to give suggestions to the university authorities on improvements that can be made in all areas and domains that are an integral part of the university, namely, academics, research and development, administration and governance, student welfare and cultural activities of the University.
- e. The Senate shall exercise such other powers as prescribed in the regulation made for the purpose if any.

### 4. Tenure

The term of a nominated member of the Senate shall be 3 (three) years from the date of nomination.

### 5. Meeting and Quorum

- a. The Senate shall meet once in every year. The Chairman may, in case of urgency, convene a Special Meeting.
- b. The meeting shall be convened under the direction of the Chairman.

Five members of the senate shall form the quorum however, for the adjourned meeting three (3) members shall form the quorum.



**STATUTE – 8****Chancellor: Appointment, Powers & Duties**

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the Convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

**1. Appointment**

- a. In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- b. The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by a simple majority. Further, the finalized name along with the copy of the resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

**2. Powers & Function**

- a. The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:
- b. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- c. Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, ~~preside over the~~



- convocation of the Vikrant University for conferring degrees, diplomas or academic distinctions.
- d. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
  - e. To exercise general control over the affairs of the University
  - f. To appoint and remove the Pro-Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Controller of Examination, and Chief Finance & Accounts Officer after following the procedures as laid down in the respective statutes/ordinance.
  - g. The Chancellor will approve all appointments and removals of all teaching and non-teaching staff.
  - h. All major policy decisions require prior approval of the Chancellor.
  - i. To call for any information or record relating to any affairs of the University.
  - j. The Chancellor may issue directions to Vice-Chancellor to convene the meeting of any of the authorities of Vikrant University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his/her perusal and necessary action as warranted.
  - k. The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of the University, as and when required.
  - l. All such other powers as may be conferred by the Statutes.

### 3. Tenure

- a. The Chancellor shall hold office for a period of five years and shall be eligible for reappointment, with the approval of the Visitor.
- b. In case of an emergency like illness, absence or death of the Chancellor, the Pro-Chancellor or Vice-Chancellor, ~~whosoever is~~ recommended by the Sponsoring Body will hold office, till the Chancellor resumes his/her office or the new Chancellor is appointed. However, this period will not exceed six months.

### 4. Resignation / Removal

The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.



**STATUTE - 9****Pro-Chancellor(s): Appointment, Powers & Duties****1. Appointment**

- a. The Pro-Chancellor/s shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro-Chancellor/s shall be finalized in the meeting of the Sponsoring Body of the University by a simple majority. Further, the finalized name along with the copy of the resolution and the credentials of the proposed Pro-Chancellor/s shall be signed by the Chancellor of the University for his/her approval.
- b. The number of Pro-Chancellor/s can be as decided by the Sponsoring Body. Pro-Chancellor/s shall be selected & appointed by Chancellor from amongst the following:
  - i. Nominee/s of Sponsoring Body
  - ii. Knowledgeable person/s of integrity, stature, experience and proven ability in the field of education/administration.

**2. Powers & Functions**

- a. Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.
- b. Pro-Chancellor/s shall be deemed to be an officer of the University. He/ she/ they shall exercise all the powers and perform all functions of the Chancellor during the latter's absence. Pro-Chancellor/s shall preside over all meetings /ceremonial functions when Chancellor is not present.
- c. Pro-Chancellor/s shall exercise such power and perform such other function as may be delegated by Chancellor.

**3. Resignation / Removal**

- a. Pro-Chancellor/s may resign his/her/their appointment by submission in writing to the Chancellor under his/her/their signature.
- b. If for certain reasons the Chancellor decides that the act of the Pro-Chancellor is not in favour of the University and against Act/Statutes/ Ordinance and Regulations, he may issue the removal of the Pro-Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. It will appoint the new Pro-Chancellor as required, as per clause (1) of this statute.
- c. In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro-Chancellor as per clause (1) of this statute.



**STATUTE - 10****Vice-Chancellor: Appointment, Powers & Duties**

The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

**1. Appointment of Vice-Chancellor**

- a. The Vice-Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfil the norms as prescribed by the UGC from time to time.
- b. The Selection Committee, while preparing a panel shall give due consideration to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance of the candidates.
- c. The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
  - d. two eminent academicians nominated by the Sponsoring Body; and
  - e. one eminent person nominated by the State Government.
- f. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- g. The selection committee shall submit a panel of at least three eminent persons for the appointment of the Vice-Chancellor. Provided that if the Chancellor does not approve the recommendations of the 'selection committee', he may call for a fresh recommendation from it (the selection committee).



- h. Notwithstanding anything contained in the foregoing sub-sections, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the newly established University; provided that the appointed person fulfils the eligibility criterion as prescribed by the UGC.
- i. Provided further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice-Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice-Chancellor will be reappointed by the Chancellor for another term.

## **2. Powers & Functions**

- a. The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Planning Board and the Finance Committee; and ex-officio Chairman of the Academic Council and the Board of Affiliation. He will be the academic and administrative head of the University. It shall be the duty of the Vice-Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which the following powers are vested with him to perform various functions.
- b. It shall be the duty of the Vice-Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully followed and implemented.
- c. The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor, Chancellor and Pro-Chancellor/s.
- d. May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.
- e. If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the



Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.

- f. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.
  - i. Provided that if in the opinion of the concerned officer or authority, such action should not have been taken by the Vice-Chancellor, then the case shall be referred to the Chancellor, whose decision thereon shall be final.
  - ii. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to refer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.
- g. The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinance.
- h. The Vice-Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concern to the University. He/she shall have powers to convene the meeting of the Board of Management and the Academic Council.



- i. The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- j. The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- k. The Vice-Chancellor shall prepare the annual report of the University and present it to the Governing body for approval.

### 3. Tenure

- a. The tenure of the founder Vice-Chancellor shall be of Two (2) years and that of the subsequent Vice-Chancellors shall be of Four (4) years as defined in Section 17(6) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007. However, the Vice-Chancellor may continue to hold office for a period of additional six months till a new Vice-Chancellor join, whichever is earlier.
- b. Under unavoidable circumstances, if the post of the Vice-Chancellor falls vacant, the Chancellor shall appoint the Vice-Chancellor for an interim period of a maximum of six months and he shall exercise all the powers vested with the Vice-Chancellor. During this period, the new Vice-Chancellor shall be appointed, adopting the procedure as laid down above.
- c. The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.

### 4. Removal

In accordance with Section 17(12) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, If at any time upon the representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-



- a. Has defaulted in performing any duty imposed on him by or under the Act 2007 or the Statutes/Ordinances framed thereunder; or
- b. Has acted in a manner prejudicial to the interest of the University; or
- c. Is incapable of managing the affairs of the University, the Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.
- d. In accordance with Section 17 (13) of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007, No order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
- e. In accordance with Section 17 (14) as from the date specified in the order under sub-section (12), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.



**STATUTE — 11****Governing Body: Constitution, Powers and Functions**

1. The Governing Body shall be the supreme authority of the University and shall have the power to review the actions of the Board of Management and Academic Council and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy-making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfils its objectives.

**2. Constitution**

- a. The Governing Body of the Vikrant University shall consist of the following members, namely:
  - i. The Chancellor - an ex-officio Chairperson;
  - ii. The Pro-Chancellor / Pro-Chancellor (s) - Vice Chairperson
  - iii. The Vice-Chancellor;
  - iv. Three eminent persons nominated by the Trust (Sponsoring Body), out of whom at least one shall be an eminent educationist;
  - v. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - vi. One representative of the State Government not below the rank of Deputy Secretary.
  - vii. The Registrar - Member Secretary

The Registrar shall not participate in voting.

**3. Tenure**

- a. The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.
- b. Nominated members shall hold office for one or more terms.

CHANCELLOR



#### 4. Powers & Functions

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the University shall vest in the Governing Body and it shall have the following powers, namely:

- a. The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- b. To control the functioning of the University by using all such power as are provided by this Adhiniyam and the Statutes, Ordinances or Regulations made thereunder.
- c. To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or the Statutes, Ordinances or Regulations made thereunder.
- d. To approve the budget and annual report of the University.
- e. To lay down the policies to be followed by the University.
- f. To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible.
- g. Shall direct, supervise and control the 'Endowment Fund' and also 'General Fund' account and get them audited through CFAO, as per the Act.
- h. Shall be the final authority to approve the recommendation of the Board of Management for conferment of honorary degrees and other distinctions and awards.
- i. To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
- j. To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereof.

PLANNER



- k. May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- l. Shall frame rules/regulations for the conduct of smooth function of the University.
- m. The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- n. The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, except where such authorities have acted in accordance with the powers conferred upon them by the Adhiniyam, the Statutes and the Ordinances.
- o. It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- p. Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- q. Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- r. Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.

#### **5. Meetings and Quorum**

- a. A meeting of the Governing Body shall ordinarily be called minimum three times in a calendar year.



- b. Meeting of the Governing Body shall be called under the directions of the Chancellor and in his/her absence by a Member so nominated by the Chancellor.
- c. The Chancellor may on his/her own or under the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- d. At least Seven (7) clear days' notice shall ordinarily be required for a meeting. The Chancellor, may however at his discretion, dispense with this requirement in the interest of the University.
- e. Five members of the Governing Body shall form the Quorum including at least one member each from 2 (a), (iv), and (v) of this statute. However, for the adjourned meeting three (3) members will form the quorum.

#### 6. Vacancies

- a. Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same as accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.
- b. In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of The Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 and 2 (iv) and 2 (v) of this Statute), the same will be forwarded to the Visitor/State Government after due deliberations by the Governing Body for acceptance.
- c. No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- d. A member of the Governing Body of the University shall automatically cease to be a member on his being convicted by a Court of law for any offence including moral turpitude.
- e. A member of the Governing Body of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.
- f. Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated shall be a Member for the un-expired portion of the term.



**STATUTE – 12****Board of Management: Constitution, Powers and Functions****6. Constitution**

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a. The Vice-Chancellor - ex officio Chairperson;
- b. Two representatives nominated by the Sponsoring Body;
- c. Two representatives nominated by the State Government;
- d. Two Senior Professors of the University by rotation;
- e. Two Senior most Teachers of University other than Professors as mentioned above in clause (d), by rotation
- f. Registrar - Member Secretary.

The Registrar shall not participate in voting.

**7. Tenure**

- a. The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- b. No nominated member shall hold office for more than two consecutive terms.
- c. The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.

**8. Powers and Functions**

- a. The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or Regulations for the fulfilment of the objectives of the University.



- b. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.
- c. Shall function under the policies laid down by the Governing Body and shall receive and comply with all directions from the Governing Body.
- d. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- e. Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution/Study Centre on the other.
- f. Shall regulate the use of the common seal of the University.
- g. Shall control and administer the properties and funds of the University, including, framing of annual financial statements and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorised agents for the same, if deemed necessary.
- h. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- i. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as ~~laid down~~ by the Statutes/Ordinances.



- j. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership Lectureship or any teaching post and may abolish it.
- k. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. The Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- l. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- m. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners/invigilators and other employees appointed for examination-related duties.
- n. To ensure maintenance of proper accounts of the properties and funds of the University.
- o. To have financial accounts prepared together with the audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- p. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- q. To follow and monitor the budget for expenditure as approved by the Governing Body.
- r. To recommend to Governing Body for creating the post of other officers of the University.
- s. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other institutions established or maintained by the University.
- t. To select a common seal for the University and to ~~provide~~ for its custody and use.



- u. To arrange for the conduct/defend of litigation by or against the University.
- v. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- w. To recommend conferring honorary degrees, medals and prizes on the recommendation of the Academic Council.
- x. To recommend, enact, amend or repeal Statutes.
- y. To recommend conferring the title of Professor Emeritus on the recommendation of the Academic Council.
- z. To recommend the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments to the Chancellor.
- aa. To specify the manner and appoint academic staff against the temporary vacancies.
- bb. To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
- cc. To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
- dd. To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forward the same to the NAAC as per UGC guidelines.
- ee. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

#### **9. Meeting and Quorum**

- a. The Board of Management shall meet at least once in every two months. The Vice-Chancellor may, in case of urgency, ~~convene~~ convene a Special Meeting.



- b. The meeting shall be convened under the direction of the Vice-Chancellor.
- c. Five members shall constitute the quorum including at least one member each from para 1(b) & 1 (c) of this statute.
- d. Adjourned meeting quorum should be three members.

**10. Vacancies**

- a. Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.
- b. No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c. A member of the Board of Management of the University shall automatically cease to be a member on his being convicted by a Court of law for any offence including moral turpitude.
- d. A member of the Board of Management of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.
- e. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled" as soon as feasible, and the member so nominated shall be a Member for the ~~un~~-expired portion of the term.



**STATUTE - 13****Pro-Vice-Chancellor: Appointment, Powers and Duties**

1. The Pro-Vice-Chancellor shall be the Deputy to the Vice-Chancellor and act on the instructions of the Vice-Chancellor.
2. The Pro-Vice-Chancellor shall act on behalf of the Vice-Chancellor during the period of his absence (Vice-Chancellor) from the University.
3. **Appointments, powers & duties**
  - a. The Pro-Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor, provided, that if the recommendation of the Vice-Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice-Chancellor or request the Vice-Chancellor to recommend another person for consideration of the Board of Management.
  - b. Subject to the control of the Vice-Chancellor, the Pro-Vice-Chancellor of the University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Statutes and the Regulations.
  - c. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the efficient functioning of the Academic Administration of the University, relating to Postgraduate & Undergraduate studies in their respective sphere of discipline as may be assigned to him by the Vice-Chancellor.
  - d. Pro-Vice-Chancellor shall retire at the age as prescribed by UGC.
  - e. The Pro-Vice-Chancellor shall preside over the meeting of the Board of Management and Academic Council in the absence of the Vice-Chancellor.
  - f. He/she will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.



**STATUTE - 14****Academic Council: Constitution, Powers and Functions**

1. The Academic Council shall be the statutory body of the University on all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

**2. Constitution**

The Academic Council shall consist of the following members:

- a. Vice-Chancellor – Chairperson
- b. Chancellor's Nominee
- c. Dean of the Schools
- d. Chairperson Board of Studies
- e. HOD of the Department (regular or in-charge)
- f. Controller of Examinations – Member
- g. Two experts co-opted by the Academic Council who possesses special attainments in particular fields of study and are not employees of the University.
- h. The Registrar - Member Secretary

**3. Tenure**

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

**4. Meetings & Quorum**

- a. The Academic Council shall normally meet twice a year on the dates as fixed by the Vice-Chancellor. However, the



Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice-Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.

- b. The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice-Chancellor
- c. The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- d. A copy of the minutes shall be submitted to the Chancellor also.
- e. Approval of the resolutions shall be by a simple majority of the Members present.
- f. One third members of the Academic Council shall form the quorum for a meeting.

#### **5. Removal/Disqualification**

- a. An individual ceases to be a member of the Council in the event of resignation/removal from his/her post in University.
- b. Convicted for any offence including moral turpitude.
- c. Nominating Authority may remove a member who is sick, insane and incapable of discharging duty in the Council.
- d. Nominating Authority may remove a member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.
- e. A member of the Academic Council of the University shall automatically cease to be a member on failure to attend three meetings without leave of absence.



## 6. Powers, Duties and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition, have the following powers:

- a. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement of academic standards.
- b. To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
- c. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fees and other academic requirements.
- d. To take measures for Quality Education and Accreditation of the University.
- e. To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honour of the University.
- f. To recommend new courses of study.
- g. Frame the Calendar of Events for the academic year.
- h. To recommend the regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks/credits for individual subjects in all the courses.
- i. To consider other academic or student welfare matters referred to it.
- j. Shall ensure that while framing rules, syllabus and curriculum norms of the concerned Regulatory Councils from time to time, are adhered to.



- k. Appoint various sub-committees as and when required for specific purpose/task. The committees shall cease to function after completing the task assigned.
  - l. Discuss and decide on all the recommendations of various sub-committees appointed for specific purposes.
  - m. Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and punishments.
  - n. To initiate and promote research and related activities in various constituent Institutions and centres.
  - o. To recognize persons of eminence in their subjects to be associated as a research guide, in the subject as prescribed in the Ordinance.
7. Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE, INC, NCTE, etc. with regard to the creation or abolition of teaching posts in the University.
8. In addition to the above, the Council shall recommend to the Board of Management the following:
- a. The classification of the posts according to the requirements and their duties attached thereto.
  - b. Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
  - c. To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination/merger of one Faculty/School with another.
  - d. To recommend the creation of New Departments, Cells and Centres.



**STATUTE — 15****Standing Committee of the Academic Council**

1. The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf.

**2. Constitution**

- a. Vice-Chancellor – Chairperson
- b. Deans of all Schools – Members
- c. Chancellor's Nominee – Member
- d. Controller of Examinations – Member
- e. Registrar - Member Secretary

3. Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice-Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for rectification.



**STATUTE - 16****Registrar: Appointment, Powers & Duties**

1. The Registrar shall be the Custodian of the University and shall carry out the orders/instructions given by the Vice-Chancellor and administer the University as per rules and regulations.

**2. Selection & appointment and conditions of service**

- a. The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:
  - i. The Chancellor -Chairperson
  - ii. Nominee of the Chancellor (Pro-Chancellor/s)
  - iii. Vice-Chancellor and
  - iv. Two expert members approved by the Board of Management.
- b. However, the First Registrar may be appointed by the Sponsoring Body pending the creation of Statutes.
- c. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid down in the Regulations for the University.
- d. The University shall follow the following procedure for the selection of the Registrar:
  - i. Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
  - ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice-Chancellor or by the person(s) deputed by him.



- iii. The date of a meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short-listed candidates, at least seven days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
- v. The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be as decided by the governing body or other regulatory bodies.
- vi. If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

### **3. Resignation / Removal**

- a. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice-Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
- b. If at any time upon the representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided that before such action the Registrar shall be given an opportunity of being heard.

The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.



**4. Powers & duties of the registrar**


- a. All contracts shall be signed, and all documents and records shall be authenticated by the Registrar on behalf of the University.
- b. The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
- c. The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council.
- d. The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- e. He/she shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge.
- f. He/she shall arrange for abandoned of unserviceable furniture and equipment as recommended by the Committee appointed for that purpose.
- g. Shall issue all notices convening meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any Board or Committees appointed under the Adhinyam of which he is to act as Secretary.
- h. Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhinyam of which he/she is to act as Secretary.
- i. Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.
- j. The Registrar shall convene the meetings of the University Authorities by informing the venue, date and time of the

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meeting the members and related persons as directed by the Vice-Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the agenda of the proposed meeting and the minutes of the previous meeting.

k. Shall supply to the Vice-Chancellor

- i. copies of the agenda of the meetings of the University authorities of which he/she is to act as Secretary, as soon as such approved agenda is issued
  - ii. the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
  - iii. such other papers and information as the Vice-Chancellor may direct him/her to maintain and supply from time to time
- l. Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or bodies of the University of which he/she acts as Secretary.
- m. Shall discharge such other functions as may be assigned to him/her from time to time by the Vice-Chancellor to whom he/she shall be responsible for the same.
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**STATUTE – 17****Controller of Examination (COE): Appointment, Powers & Duties****1. Appointment**

- a. The Controller of Examination (COE) shall be an officer of the University and shall be appointed by the Vice-Chancellor from the School / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
- b. The Controller of Examination (COE) shall be appointed for a tenure of three years. The tenure can be extended further up to another three years or part thereof by the Board of Management / Vice-Chancellor.
- c. When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

**2. Powers and Duties of the Controller of Examination (COE)**

- a. The Controller of Examination (COE) shall work directly under the direction of the Vice-Chancellor. He shall be responsible for:
  - i. Conduct both Internal & External Examinations.
  - ii. Organize setting / moderation of papers.
  - iii. Management of answer sheets.
  - iv. Evaluation of answer sheets.
  - v. Issue of duly signed marks sheet.
  - vi. Compilation of Results and forwarding it to the Academic Council through the Vice-Chancellor for approval.
- vii. Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he/she shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.



**STATUTE - 18****Examination Committee**

1. There shall be an Examination Committee consisting of the following:
  - a. The Vice-Chancellor – Chairperson
  - b. All Deans of the Faculty -Member
  - c. Two seniors most professor of the University to be nominated by the Chancellor – Member
  - d. The Controller of Examination - Convener
  - e. Registrar – Member Secretary
2. The examination committee shall submit the panel of experts for examinership / Paper-setters / Moderators / Evaluators to the Vice Chancellor and the Vice Chancellor shall appoint examiner / evaluator / paper setter from amongst the panel of experts.
3. The Examination committee shall be responsible for smooth conduct of examinations, evaluation and result of the ~~students~~ thereafter.



**STATUTE - 19****Chief Finance & Accounts Officer (CFAO): Appointment, Powers, & Duties**

1. The University shall appoint a Chief Finance and Account Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).
2. The Chief Finance and Accounts Officer shall be responsible for all aspects relating to accounts and finances of the University.

**3. Appointment, terms & conditions**

- a. The Chief Finance and Account Officer shall be appointed by the Chancellor on the recommendation by the committee constituted for this purpose. The committee will consist of following members:

- i. Pro-Chancellor /s - Chairman
- ii. Vice-Chancellor – Vice-Chairman
- iii. Chancellor Nominee
- iv. Two Finance Experts approved by the Chancellor
- v. One Nominee of the sponsoring body

- b. The University shall follow the following procedure for the selection of the CFAO.

- i. The University shall invite applications for the post through the process of an advertisement with wider publicity and through the Web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice-Chancellor or by the person(s) deputed by him.
- iii. The date of the meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short-listed candidates at least seven (7) days in



advance.

- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- v. Board of Management will produce their selections to the Chancellor, then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize their selection accordingly.
- vi. If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.
- vii. The CFAO shall receive pay and other allowances as decided by the Board of Management.

#### **4. Resignation / Removal**

- a. When the office of the CFAO falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice-Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.
- b. If at any time upon the representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.
- c. Before taking such action, the CFAO shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- d. The Chief Finance and Accounts Officer shall retire upon completing the age of 70 years.



**5. Duties & Responsibilities of the Chief Finance & Accounts Officer**

- a. To exercise general supervision over the funds of the University and opine about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body from time to time.
- b. To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- c. To hold and manage the property and investments of the University and endowed properties/funds.
- d. To ensure that the limits determined by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
- e. To keep a constant watch on the state of the cash and bank balances and the state and quality of investment.
- f. To suggest measures of additional internal revenue generation for the university.
- g. To watch the progress of the collection of revenue and advice on the methods of collection applied.

**6. Chief finance & Accounts Officer shall**

- a. Arrange collection of income, disburse the payments and maintenance of the accounts of the University.
- b. Be responsible for the preparation of annual accounts and the budget of the University for the next Financial.
- c. Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance with Statutory Regulations.
- d. He/she will also ensure compliance with all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice-Chancellor



- e. Ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions is maintained by the University.
- f. Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- g. Ensure that the fee structure once approved, is implemented and fees from the students received in time with penalties, if any.
- h. The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/ receipts and statements/ returns that he/she may consider necessary for the performance of his/her duties.
- i. The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after the internal audit set-up is established.
- j. He/she shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central/ State Govt. and local bodies.
- k. Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
- l. To bring to the notice of the Chancellor/Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against the person at fault.
- m. To call from any office of the University, including Schools/Institutions / Departments maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- n. Any receipt is given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management and shall be sufficient proof for the collection of money by the University.



**STATUTE - 20**  
**The Finance Committee**

1. The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

**2. Constitution**

The Finance Committee shall consist of the following:

- a. The Chancellor – Chairperson
- b. The Pro-Chancellor/s - Vice Chairperson/s
- c. The Vice-Chancellor
- d. The Registrar
- e. One person to be nominated by the Board of Management
- f. Two persons to be nominated by the Chancellor
- g. The Chief Finance and Account Officer (CFAO) -Member Secretary

**3. Tenure**

The tenure of the nominated members shall be three (3) years from the date of notification.

**4. Meetings and Quorum**

- a. Three members (in addition to the Chancellor) of the Finance Committee shall form a quorum for a meeting of the Committee.
- b. The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.



## 5. Powers and Functions

- a. All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management. Chairman is Vice-Chancellor while F.C. is chaired by Chancellor.
- b. The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- c. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- d. To conduct scrutiny of accounts of the University, whenever called upon by the Board of Management.
- e. To review the concurrent and the yearly Audit Reports and make recommendations thereupon.
- f. To approve the Regulations for the policies and guidelines for purchase/procurements in the University.
- g. In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- h. Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.



**STATUTE - 21****Dean of the Faculty**

1. The Dean shall be the Head of a faculty of studies.
  - a. The Dean shall be appointed by the Vice-Chancellor in order of seniority, with due consideration given to merit, from amongst the Professors of the various Departments of the Faculty.
  - b. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he/she may be considered for reappointment but shall not serve more than six (6) years in continuation.
  - c. If at any time, there is no Professor in the department, the Vice-Chancellor may appoint an Associate Professor / Dean of Sister Faculty as Dean for the period of absence of the Professor.
  - d. The Dean shall be the Head of the Faculty / School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty.
  - e. The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s) but shall not have the right to vote unless he is a member thereof.
  - f. The Dean shall perform such other functions as may be prescribed by the statute.



**STATUTE - 22****Constitution of Faculty**

1. The faculty shall be the principal coordinating and administrative body amongst the departments of the faculty and shall be constituted for each Faculty separately.
2. Each Faculty shall consist of the following members, namely:
  - a. The Dean of the Faculty who shall be the Chairperson.
  - b. The nominee of the Vice - Chancellor
  - c. All Heads of the departments constituting the faculty
  - d. Chairman Board of Studies
  - e. Two experts co-opted by the faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.
3. The members of the faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.
4. Powers and Functions of the Faculty
  - a. The faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
  - b. The faculty shall have such powers and shall perform such duties as given in the Ordinances I Regulations.
  - c. The functions of the faculty shall be as follows:
    - i. Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the faculty.
    - ii. To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
    - iii. To coordinate work in subjects assigned to the faculty.
    - iv. To secure coordination in research, whenever applicable.
    - v. The faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
    - vi. The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.



**STATUTE - 23****Board of Studies**

1. The Board of Studies shall be the principal academic body of the School / Teaching Departments and therefore, shall be constituted for each School. It shall be a statutory body and shall consider all the academic matters of the school and make the appropriate recommendations to the faculty for its consideration and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned Subject(s).

**2. Constitution**

The Senior most Professor shall be the Chairperson of the first Board of Studies which will by rotation amongst other Professors (if any) and shall have the following as members, namely:

- i. Head of the teaching departments of the Subjects/department(s).
- ii. One Professor and the Associate Professors of the Subjects by rotation.
- iii. One Professor from another faculty as a nominee of the Vice-Chancellor.
- iv. Two experts co-opted by the Board of Studies who possess special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

**3. Meetings and Quorum**

- a. As a routine, the Board of Studies shall normally meet in every semester on the dates as fixed by the Dean of the faculty. However, the Dean may call a special meeting of the Board of



Studies if required, by serving at least three days' clear notice for the same.

- b. The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation with Vice-Chancellor and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.
- c. One third member of the Board of Studies shall form the quorum for a meeting.

#### **4. Powers and Functions**

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include the following:

- a. To exercise general supervision over the academic policies of the faculty members and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
- b. To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.
- c. To recommend to the Dean the combination and sub-division of the Departments or the Schools, if required.
- d. To consider and make recommendations to the Dean on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
- e. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fees and other academic requirements concerning the Subjects.



- f. To take measures for Quality Education and Accreditation of the Departments of Studies.
- g. The Board of Studies shall also be responsible:
  - i. To prepare syllabus for courses of study under their purview.
  - ii. To prepare a scheme of examinations.
  - iii. To prepare panels of names of persons suitable for appointment as paper-setters / examiners/valuers.
  - iv. To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programmes referred to it.
  - v. To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
  - vi. To prepare and submit the Annual Report of the functioning of the Department to the Vice-Chancellor.
  - vii. To go through and consider any other academic matter which may be referred to it for opinion.
- 5. The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic ~~and/or~~ administrative nature.

#### **STATUTE – 24**

##### **Dean of Students Welfare**

1. The Dean Students Welfare (DSW) shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice-Chancellor.
2. The details of the Duties and Functions of the Dean Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the Dean so appointed is not found satisfactory, his/her term may be reduced by the Vice-Chancellor.



**STATUTE -25****Faculties of the University**

1. The University shall commence its academic activities with the following Schools in the year of establishment:
  - a. School of Engineering and Technology
  - b. School of Humanities and Culture
  - c. School of Natural and Applied Science
  - d. School of Management & Commerce
  - e. School of Agriculture Science
  - f. School of Legal Studies
  - g. School of Computer Applications
  - h. School of Library Science
  - i. School of Yoga and Naturopathy
  - j. School of Arts and Design
2. New Schools/Departments may be established subject to the approval of the Academic Council, and other relevant bodies of the University. Department may offer other programmes after due approval of the Academic Council.
3. Two or more courses of different schools may be grouped together to make one course under one school and/or a new school may be constituted according to the need as per UGC guidelines.
4. Some of the schools may offer some of the programs from different academic years as per the need and approval of the academic council from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University.
5. The curriculum of the program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competent bodies of the University including that of the Academic Council as per the provisions of respective regulatory bodies.



**STATUTE -26****Students Council**

1. The Students Council shall mainly function as a forum for the students. This forum mainly gives feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean Students Welfare.
2. Under the control of the Dean Students Welfare, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
3. The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.



**STATUTE -27**

**Terms and Conditions of Service for Teachers/Academic Staff:**  
**Appointment, Terms and Conditions of Service and Code of Ethics,**  
**Action against Teachers**

**1. Appointment:**

- a. The Teachers (Faculty) in the University shall be appointed according to the rules, regulations, guidelines and eligibility criteria as prescribed by the UGC, AICTE and/or other Regulatory Councils/Bodies for the courses offered by the University.
- b. Appointment shall be made against the vacancy recommended by the 'Job Creation Committee' duly approved by the Chancellor of the University. The Vice-Chancellor shall be head of the Job Creation Committee.

**2. Eligibility for Appointment**

- a. A person will be appointed to an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- b. Under special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
- c. Wide publicity will be given for the vacancies to be filled in through the portal of the University.

**3. Constitution of Selection Committee**

- a. Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic



staff and Heads of Institutions / Centers maintained by the University.

b. The Selection Committee under the Chairmanship of the Vice-Chancellor or his nominee will constitute:

- i. One member of the Board of Management
- ii. The Dean of the concerned Faculty of Studies
- iii. The Head of the concerned department (For the post of Professor, the Head should be a duly selected Professor of the University)
- iv. Two experts not below the level of Professor of University not connected with the University to be nominated by the Chancellor; from a panel of not less than seven (7) names approved by the Academic Council for each subject
- v. One observer not connected with the University in any manner, to be nominated by the Chairman, M.P. University Regulatory Commission.
- vi. Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii) above.

#### 4. Screening Committee

A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cut-off APIs for interviews in case of an excessive number of applications received.



**5. Recommendations of the Selection Committee**

The Selection Committee shall recommend to the Board of Management the names arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

**6. Fixed period / Part-time / Contractual Faculty**

In addition to full-time teachers, the Board of Management / the Vice-Chancellor may also decide to engage teachers for a fixed period, part-time, or on a contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

**7. Eminent/Adjunct / Visiting Professors**

- a. The Vice-Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may invite Eminent/ Adjunct / Visiting Professors, in consultation with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.
- b. For the appointment in these categories, the Vice-Chancellor may on his own consider and recommend the appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion, provided the Board of Management and the Chancellor approve such appointments.

**8. Conditions of Service of Employees**

- a. The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not



be contrary to the provisions of this Act, the Statutes and the Ordinances.

- b. A copy of the contract referred to in Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

**9. Terms and Conditions of Service and Code of Ethics for Teachers and Other Academic Staff**

- a. All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and Regulations.
- b. Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and Ethics for the University Teachers.

**10. Action against Teachers**

- a. Whenever, there is a complaint of misconduct against the faculty member, the Vice-Chancellor shall constitute a factfinding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.
- b. Based upon the Enquiry Committee's report, the Vice-Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the Board of Management for approval. The decision so taken shall be the final.
- c. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of receiving of the communication of such order.



**STATUTE -28**

**Terms and Conditions of Service for Non-Teaching Staff:**  
**Appointment, Terms and Conditions of Service, Categories of**  
**Service, Code of Ethics, and Action against Non-Teaching Staff**

**1. Appointment:**

- a. Appointment shall be made against the vacancy recommended by the Job Creation Committee in consultation with the Registrar and duly approved by the Chancellor of the University.

**2. Selection Committees for Non-Teaching Positions**

- a. Each of the Selection Committee for appointment to the posts of various categories of non-teaching staff, other than the academic staff, shall consist of the following members:
- b. The Registrar-Chairman
- c. Nominee of the Vice-Chancellor from among the Professors of the University
- d. For the posts such as Deputy /Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
- e. The quorum for a meeting of a selection committee constituted, shall be three.
- f. The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.

If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.



### **3. Terms and Conditions of Service and Code of Ethics of Non-Teaching Staff**

- a. All the non-teaching staff of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and Regulations.
- b. Each Non-teaching staff when joining the University Service has also to sign a Code of Conduct and Ethics specified for the University Non-teaching staff.

### **4. Categories of the Non-Teaching Employees**

- a. Following types of non-teaching employees will be employed by the University
  - i. Permanent / Probationary Employees
  - ii. Contractual Employees
  - iii. Casual Employees
- b. Permanent employees shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory in a working period of eleven (11) months or less.
- c. Contractual employee means an employee who is appointed on a contract basis for a specified period.
- d. Casual Employee means an employee who is engaged based on a Muster Roll.
- e. The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

### **5. Action against Non-Teaching Employees**

- a. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a factfinding committee and if necessary, based on the factfinding



- Committee's recommendations, may institute an Enquiry Committee for the purpose.
- b. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to and seek the consent of the Vice-Chancellor whose decision will be final.
- c. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such order.

#### **STATUTE - 29**

##### **Other Officers of the University**

1. Following shall be the other Officers of the University:
  - a. The Deputy and the Assistant Registrars
  - b. The Chief, the Deputy and the Assistant Librarians
  - c. The Director and the Assistant Director of Physical Education
  - d. The Director Corporate Relations
  - e. Chief Proctor
  - f. Proctor
  - g. Warden
2. Other officers as stated above from (1)(a) to (1)(c) shall be whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
3. The appointment of officers mentioned at (1)(d) and (1)(g) may be whole-time salaried officers or the additional responsibility to the existing staff to perform their respective duties and functions.
4. The powers and responsibilities of other officers shall be as specified in the respective Regulations.



**STATUTE - 30****Conferment of Honorary Degrees and Academic Distinctions**

1. University may confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:
  - a. All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the acceptance of the Governing Body before submission to the Chancellor for conferring the honour. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
  - b. If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two-third majority of the members of the Governing Body and the approval of the Chancellor.



**STATUTE -31****Provision Regarding Fee to be Charged from the Students**

1. The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to the directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from the regulatory commission.
2. Other charges and fees shall be payable by the student as decided by the University from time to time. It shall include the following:
  - a. Students' Alumni Association Fee
  - b. Examination Fee for each semester
  - c. Internet Fee
  - d. Library Fee
  - e. Sports Fee
  - f. Training and Placement Fee
  - g. Hostel and/or Bus Fee
  - h. Caution Money
  - i. Issue of duplicate documents such as mark sheets, migration certificates, degree certificates, character certificates etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
  - j. Fee for the Health Services
  - k. Counselling Fee
  - l. Cultural Activities Fee
  - m. Fee for attending additional classes for improvement of grades or additional courses
  - n. Transcripts Fee
  - o. Innovation Cells, Industry Visits, Educational Trips, Skill Set Aptitude and Personality Development etc.
  - p. Group Insurance Premium
  - q. Degree Verification Fee



- r. Any other fee provided and approved by competent authorities of the University
3. Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
4. Other fee such as enrolment, migration certificate, transfer certificate etc. shall be charged at the rates approved by the University from time to time as laid down in the concerned Regulation.
5. Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped and ~~other~~ categories shall be applicable to the University.



**STATUTE -32****Administration of Endowment/Corpus Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University**

1. The Board of Management may accept donations for the creation of an endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of a recurring nature.
2. The Vice-Chancellor / Board of Management shall administer all the donations/endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship/stipend or award/prize in the name of the organization/individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
5. The Vice-Chancellor / Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards/prizes shall be laid down in the M.O.U. for each case.
8. In case, any endowment is accepted by The Vice-Chancellor /Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
10. Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.



**STATUTE - 33****Convocation**

1. The Visitor, and in his absence the Chancellor, shall preside over the Convocation of the University. In the absence of both, the Vice-Chancellor shall preside over the Convocation.
2. The University Convocation will be normally held every year for the award of Degrees, Diplomas and other Distinctions.
3. The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
4. The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.
5. In the case of awarding Honorary D. Sc. / D.Litt. degree to a top international dignitary special convocation may be held following the same procedure maximum of two times in an academic year.



**STATUTE -34****Admission of Students****1. Admissions**

- a. The admissions in the courses offered by the University shall be open to all the candidates who fulfil the eligibility criteria and will be made strictly according to the eligibility criteria/rules as per government norms and respective regulatory bodies. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
- b. Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations/admission tests conducted by the University or by the State/National Bodies as decided by the University from time to time and eligibility as per the guidelines of the respective regulatory body will be followed. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and will decide/approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Website / Electronic Media of that Academic Session before the commencement of the admission procedure.

**2. Admission Committee**

- a. The Vice-Chancellor for making the admission in certificate, diploma, undergraduate, post-graduate programmes and PhD programmes offered by the various Faculty/school/departments will constitute a committee comprising of following members:
  - i. Chairman of the admission committee will be the Registrar
  - ii. Dean / HoDs of all schools will be the members
  - iii. Controller of Examination will be the ~~member~~ secretary



- b. **Sub-committee** may be constituted for any specific work related to admission.
- c. **Reservation of Seats** for Students below Poverty Line, Scheduled Castes, Scheduled Tribes, Other Backward Classes, Physically Handicapped, Management Quota, and other Categories.
- i. Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty line family, Scheduled Castes, Scheduled Tribes, Other Backwards Classes, Physically Handicapped and other categories shall be applicable to the University.
  - ii. Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defence Personnel, and other specified categories shall be reserved primarily as per law/Constitution of India and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.
  - iii. Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guidelines/approval given by the respective regulatory bodies / National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign ~~nationals~~ non-resident Indians, as required.
  - iv. If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criteria.



**STATUTE – 35****Annual Report**

1. The Annual Report of the University shall be prepared by the Registrar and shall be placed before the Vice-Chancellor.
2. The Annual Report shall consist of two (2) parts
  - a. Activity Report highlighting the steps taken by the University for the Fulfilment of its objectives for which the Registrar shall be responsible and
  - b. The Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
3. Vice-Chancellor shall put forward the annual report to the Board of Management and once approved by Board of Management, annual report shall be placed for the approval of Governing body.
4. A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with the University seal and signatures.
5. The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.
6. The Board of Management shall, thereafter, send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
7. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
8. A copy of the Annual Report will also be presented to Visitor and Regulatory Commission.



**STATUTE -36****Appointment of Examiners**

1. The Vice-Chancellor shall appoint examiners from amongst the panel of experts submitted by the Examination Committees for holding examinations, in theory, practical, dissertation, etc. as required other than PhD.
2. The Departmental Council constituted, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
3. Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
4. The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for the appointment of examiners in the University.
5. Moderators when felt necessary will be appointed by the Vice-Chancellor.
6. The Vice-Chancellor will also approve the appointment of tabulators and checkers for each academic year.
7. The Controller of Examination shall declare the results of various examinations conducted by the University after the approval of the Vice-Chancellor.
8. A separate ordinance shall provide the rules and regulations to examine the dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
9. Conditions of Appointment as Examiner
  - a. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is appearing in the concerned examination.
  - b. No person shall act as a moderator or tabulator for any examination if any of his relation is appearing/has appeared at that examination.



**STATUTE - 37****The Proctorial Board**

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
  - a. The Chief-Proctor - Chairperson
  - b. A Professor nominated by the Vice-Chancellor
  - c. Dean Student Welfare convener
  - d. All Proctors
  - e. All Wardens of the Hostels and
  - f. One student nominated by the Vice-Chancellor from the Students Council
2. The Chief Proctor and the Proctors shall be appointed by the Vice-Chancellor from the list of the teachers of the University.
3. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrolment of the student in the University.
4. The term of the above appointments shall be that of three (3) years. However, it could be reduced by the Vice-Chancellor if the duties performed by an individual are found unsatisfactory.

**5. Powers of the Proctorial Board**

- a. The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
- b. Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
- c. If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice-Chancellor for a fine/warning letter to his/her suspension for a period of one week or one or more semesters or the expulsion from the University.

**6. Duties of Chief Proctor**

- a. To bring all the matters to the notice of the Vice-Chancellor before the consideration of the Proctorial Board.
- b. To carry duties of maintaining the discipline among the students as laid down in the Regulations.



**STATUTE - 38****Creation of New Authorities**

1. Governing body on the recommendation of the Vice-Chancellor may create new authorities of the University for smooth and efficient working of the University.
2. The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
3. The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, be provided in the Statutes and ordinances.

**STATUTE - 39****Committees/Boards of the University**

1. The Vice-Chancellor may appoint as many standing or special committees as it may deem fit.
2. Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the Vice-Chancellor.
3. Anti-ragging committee will be formed as per the UGC guidelines.
4. Woman's Grievances Cell shall be formed as per the UGC guidelines.
5. SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.
6. The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of references as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities and or the Statutes.



**STATUTE - 40****The Planning and Development Board**

1. The Planning and Development Board shall consist of the Vice-Chancellor and not more than four members to be nominated by the Board of Management. The Vice-Chancellor shall be the Chairperson of the Board.
2. All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years.
3. The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter that it may deem necessary for the fulfilment of the objectives of the University.
4. The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
5. The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.
6. The recommendations of the Planning and Development board shall be presented to the Academic Council for necessary action.



**STATUTE - 41****Recognition Committee - Constitution and Functions**

1. The University shall constitute a Recognition Committee consisting of the following members to consider and recognize the certificates, diplomas, degrees and other academic distinctions awarded by other Universities.

**2. Constitution**

- a. The Vice-Chancellor - Chairperson
- b. All the Deans of the Schools
- c. All the Heads of Departments
- d. Two Professors of the Faculty of the University

**3. Functions**

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- a. Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are members of the Association of the Universities. However, the requirement of recognition will not be applicable in the case of the Degrees issued by the Institutes of the National importance such as the IITs, IIMs, NITs, IISC Bangalore etc.
  - b. In no case, any other University which does not satisfy the above criterion shall be recognized including that of blacklisted Universities, by the UGC.
  - c. If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.
4. In the context of Foreign Universities, if not covered above, the guidelines issued by the UGC / Government of India shall be followed.



**STATUTE - 42****Creation of Centers, Cells and Committees  
for Quality Education and Accreditation Processes**

1. For the purposes of imparting Quality Education and Accreditation, the University shall create the following Boards, Cells, Centers, and Committees as per UGC/NAAC/NBA Guidelines:
  - a. Training, Placement and Industrial Interaction Cell
  - b. Collaborations and MOUs Development Cell
  - c. Research and Innovations Development and Promotional Centre.
  - d. Information Technology and Knowledge Management Centre
  - e. Values and Ethics Development Cell
  - f. NSS and Community Services Centre
  - g. Internal Quality Assurance Cell (IQAC),
  - h. Environmental Consciousness and Green Audit Committee
  - i. University Academic and Administrative Yearly Audit Committee
  - j. University Academic Calendar Preparation and Monitoring Cell.
  - k. Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
  - l. Equal Opportunity Cell
  - m. Gender Sensitization Cell
  - n. Health Centre
  - o. Daycare Centre
  - p. Women and Students Grievances Committee
  - q. Anti-Ragging Committee
  - r. Staff Welfare Committee
  - s. Entrepreneur Development Cell



**STATUTE – 43****Creation of Chairs**

1. Establishment of the Professorial / Research Chairs for Creating Focused Seats / Institutions of Higher Learning.
  - a. A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
  - b. The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and/or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
  - c. The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Chancellor.
2. In furtherance of the objective of the establishment of a Chair, the University -
  - a. Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
  - b. Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
  - c. May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of the establishment of the Chair.



- d. May establish and/or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
- e. May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
- f. May also procure essential raw material and consumables in furtherance of the objectives of the establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- g. The establishment of the Chair shall require a one-time donation as decided by the Chancellor / Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- h. The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.



**STATUTE - 44****Tribunal Arbitration**

1. Any dispute arising out of a contract of employment and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an observer to be nominated by the Chancellor.
2. Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
4. The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.



**STATUTE - 45****University Fund**

1. The University Fund shall be kept in several accounts as may be approved by the Board of Management.
2. The Vice-Chancellor shall nominate an officer and/or the CFAO who shall have authority to operate the account of the University Fund with the permission of the Chancellor.
3. All necessary expenditures will be permitted by the Chancellor/Pro-Chancellor and Vice Chancellor subject to provisions of the Act and the Statutes.
4. There shall be a detailed internal audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
5. The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
6. The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above, of the University, prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
7. After auditing, the accounts shall be printed in the prescribed format. True copies of such accounts together with the copies of the audit report shall be submitted by the Board of Management to the Governing Body.
8. The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

**Wherever, the statutes are silent or nothing is mentioned about any subject then the act of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 and other provisions of regulatory/statutory bodies of the Central or State Government may be applicable.**